Brevard Community College

BCC POLICY STATEMENT OF NON-DISCRIMINATION
EQUAL ACCESS/EQUAL OPPORTUNITY

Brevard Community College, in accordance with Federal and State laws as well as College Policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability. Inquiries regarding the College’s Equal Opportunity Policies including Title IX (sex discrimination) and Section 504 of the Americans with Disabilities Act (Disabled Discrimination) for employees or applicants for employment may be directed to Joni F. Oglesby, Equity Coordinator–Administration, Bldg. 2 Cocoa Campus, (321) 433-7084 or alternate contact, Janet L. Madden, Director of Employee Relations, Bldg. 2 Cocoa Campus, (321) 433-7389. Inquiries regarding veterans programs may be directed to the Office of Veterans Affairs, Bldg. 10–Room 209, Melbourne Campus, (321) 433-5532 or Bldg. 11–Room 209, Cocoa Campus, (321) 433-7333.

Accreditation

Brevard Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404-679-4500, website: www.sacscoc.org) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

2006-07 Catalog

Official version online: www.brevardcc.edu/catalog

This catalog is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog.

www.brevardcc.edu
(321) 632-1111

Toll Free: 1-888-747-2802

Hearing Impaired:
1-800-955-8770 (voice)
1-800-955-8771 (TTY)
DISTRICT BOARD OF TRUSTEES

Each of the 28 community colleges in Florida’s statewide system is under the local control of a lay District Board of Trustees composed of citizens who serve without pay and are legally vested with decision-making power in college policy and direction.

Five Brevard County citizens, appointed by the governor, form the Brevard Community College District Board of Trustees. Meeting in regular sessions once each month, these civic-minded individuals contribute their time and talent to guide the development of Brevard Community College so that it remains responsive to the educational needs of the community.

JAMES W. HANDLEY
A resident of Cocoa Beach, Mr. Handley worked for the IBM Corporation for over 30 years, retiring in 1984. He worked for IBM at the Kennedy Space Center from 1964 through 1975, and received the IBM Outstanding Contribution Award for achievements on the Saturn/Apollo Program. Originally from Ohio, Mr. Handley graduated from Ohio University with a Bachelor of Science degree in Mechanical Engineering. He is a Port Canaveral Ambassador, a member of the Civilian/Military Council, Brevard Community College Foundation, Astronaut Memorial Planetarium Advisory Committee, Missile and Space Pioneers, National Space Society, Tiger Bay Club, and Phi Kappa Sigma fraternity; and was formerly a senator in the Florida Silver Haired Legislature. He was Brevard County co-chairman of the Jeb Bush for Governor campaigns in 1994, 1998, and 2002, and regional co-chairman of the George W. Bush for President campaigns in 2000 and 2004.

He has been appointed by the Governor as a delegate to the 2005 White House Conference on Aging, and does volunteer fundraising for the Brevard Zoo, Crosswinds Youth Services, and the Cystic Fibrosis Foundation. He was appointed to the Board in 1999 and served as chairman from 2002-04.

C. R. "Rick" McCOTTER III
A native of Brevard County, Mr. McCotter was born and raised in Titusville, and is a product of the Brevard County Public School System, graduating from Astronaut High School. An alumnus of BCC, Mr. McCotter received his B.A. in Business Management/Administration from Auburn University. He is the president and owner of McCotter Ford-Mercury in Titusville, a 61-year family-owned automotive business. Mr. McCotter has served the community in the following areas: Chairman of the Titusville Chamber of Commerce in 1997, Parrish Medical Foundation Board member, Salvation Army Advisory Council board member, Brevard County YMCA board member, Space Coast Economic Development Council board member, Transformation Titusville Vision Team member, and City of Titusville City Manager Selection Committee member. He was appointed to the Board in 2001 and served as chairman from 2004-05.

JAMES THERIAC
A Brevard County resident since 1955, Mr. Theriac is a graduate of Brevard Community College and the University of Central Florida. He received his Juris Doctor degree from the University of Florida in 1974 and began practicing law in Brevard County that same year. He is the founder and managing partner of Howze, Managhan, and Theriac, PLC, a Cocoa law firm founded in 1978. Mr. Theriac was the founder and first president of the Space Coast Chapter of the University of Central Florida Alumni Association, is currently a member of the University of Central Florida Foundation Board of Directors, and an executive committee member and lifetime member of the Central Brevard branch of the NAACP. Mr. Theriac was named a Brevard Community College Distinguished Alumnus in 1995, and was appointed to the Board in 2004.

KIMBERLY TSAMOUTALES
A resident of Satellite Beach, Mrs. Tsamoutales holds an A.A. from Valencia Community College and a B.A. in Liberal Studies from the University of Central Florida. Tsamoutales’ career in sports marketing began with what is now the Central Florida Sports Commission and later with the Florida Marlins Baseball Club. She has served on the Board of Directors of the former Boys & Girls Clubs of Brevard. Currently, she is a community volunteer, most notably with the Cystic Fibrosis Foundation. Mrs. Tsamoutales has been recognized nationally for her extraordinary fund-raising achievements and is the recipient of the 2005 Alex Award, the Cystic Fibrosis Foundations highest honor named in memory of the daughter of chairman-emeritus and famed sports writer Frank DeFord. She also serves on the foundation’s national Volunteer Leadership Initiative Council and is a public speaker on the topics of cystic fibrosis and double-lung transplantation. Her story inspired the song 65 Roses currently available at Virgin Megastores and FYE Music. Mrs. Tsamoutales was appointed to the Board of Trustees by Governor Jeb Bush to a four-year term beginning June 1, 2006.

ALBERTA K. WILSON
A resident of Brevard for more than 28 years, Ms. Wilson was appointed to the Board in 2003. A Business Ethics Advisor for The Boeing Company, she holds a B.S. in Business Management from Barry University, dual M.A. degrees in Human Resources Development and Business Management from Webster University, and has done post-graduate work. Most recently, Ms. Wilson has been selected as one of Brevard County’s Ten Most Influential Woman of Color. Very active in civic, diversity and educational activities, Ms. Wilson has served on the State Board of Community Colleges, Brevard County School Superintendent Selection Committee and Strategic Planning Committee, Superintendent of Brevard County Schools’ Advisory Committee, Brevard County Schools’ Teacher of the Year, KSC Good Citizen of the Year, Southeastern Region William Allen Penn Volunteer Award, Crosswinds Youth Services Advisory Board Member of the Year, and a Florida Commission on Human Rights’ Civil Rights Award, among others.
Thank you for your interest in Brevard Community College – a college with a strong tradition of offering lifelong learning for generations. Anyone seeking a traditional college education can count on BCC for their first two years of college.

BCC students enjoy the benefits of an articulation agreement with the state university system, ensuring the transferability of credits to Florida public universities, as well as similar agreements with numerous private institutions. In addition, BCC has a well-established partnership which provides for a seamless transition to the University of Central Florida.

This relationship is demonstrated and enhanced by the array of classes that UCF offers at our joint-use facilities on the Cocoa, Melbourne, and Palm Bay campuses. Studies show that community college transfer students do as well as, or better than, those students who begin their studies at four-year institutions.

Our many technical and vocational programs permit graduates to enter the workforce or retrain for the ever-changing requirements of business and industry. We take great pride in the consistently high level of job placements from BCC career and technical programs.

If your schedule will not permit you to attend classes on our physical campuses, consider our Virtual Campus, which provides students with the opportunity to earn their entire AA and some AS degrees via television and online courses.

The BCC Institute for Business Training and Community Education works with area businesses to present continuing education opportunities and customized training, especially in the aerospace and high-tech industries which characterize this region. Lifelong learning is our business.

Let us help you make your dreams a reality. Dream! Think! Become!
STUDENT DEMOGRAPHICS

Statistics Based on 2004-2005 Reporting Year

- Annual Student Enrollment: 26,786
- Annual College Credit Enrollment: 21,016
- Average Age Student Enrollment: 30.11
- Average Age Credit Enrollment: 26.52

Breakdown of Student Enrollment by Ethnicity
- Asian: 2.64%
- Black: 8.61%
- Hispanic: 6.04%
- Native American: 5.4%
- White: 79.56%
- Unknown: 2.61%

Breakdown of Student Enrollment by Gender
- Female: 56.50%
- Male: 43.12%
- Unknown: 0.38%

Enrollment Status/ College Credit
- Full-Time: 33.93%
- Part-Time: 66.07%

Degrees Sought
- Associate of Arts: 66.06%
- Associate of Science: 17.58%
- Certificate: 11.95%

Annual Graduation by Program
- Associate of Arts: 1569
- Associate of Science: 365
- College Credit Certificate: 196
- Certificates: 420
- Advanced Technical Diploma: 78

Mean GPA of BCC transfer students enrolled in the State University System: 3.02

Percentage of BCC transfer students enrolled in the State University System with GPA's at or above 2.5: 77.84%

Top Ten College/Career Programs by Enrollment
- Associate of Arts
- Business Administration and Management
- Computer Information Technology
- Nursing (Associate Degree) R.N.
- Early Childhood Education
- Electricity
- Crime Scene Technology
- Chemical Technology
- Legal Assisting
- Computer Programming and Applications
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### Academic Calendar 2006–07

Schedule of Classes for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.

#### FALL TERM 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Wednesday</td>
<td>Faculty Report</td>
</tr>
<tr>
<td>August 21</td>
<td>Monday</td>
<td>Fall Term begins/First Student Day</td>
</tr>
<tr>
<td>August 25</td>
<td>Friday</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Labor Day Holiday (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>September 8</td>
<td>Friday</td>
<td>Last day to apply for October CLAST</td>
</tr>
<tr>
<td>October 7</td>
<td>Saturday</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>October 10</td>
<td>Tuesday</td>
<td>Minimester A ends</td>
</tr>
<tr>
<td>October 11</td>
<td>Wednesday</td>
<td>Minimester A grades due by noon</td>
</tr>
<tr>
<td>October 12</td>
<td>Thursday</td>
<td>Minimester B begins/First day of classes</td>
</tr>
<tr>
<td>October 16</td>
<td>Monday</td>
<td>Last day to drop with refund of fees or change to audit status (Minimester B)</td>
</tr>
<tr>
<td>October 17-19</td>
<td>Tuesday – Thursday</td>
<td>Professional Development Days/No classes/Faculty Report</td>
</tr>
<tr>
<td>October 27</td>
<td>Friday</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>October 31</td>
<td>Tuesday</td>
<td>Last day to withdraw with grade of “W” from a full-term class</td>
</tr>
<tr>
<td>November 10</td>
<td>Friday</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>November 23 – 26</td>
<td>Thursday – Sunday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 11 - 15</td>
<td>Monday – Sunday</td>
<td>Final week of classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Friday</td>
<td>Final day of term for students</td>
</tr>
<tr>
<td>December 18</td>
<td>Monday</td>
<td>Faculty workday; Grades due by 12:00 Noon</td>
</tr>
<tr>
<td>December 19</td>
<td>Tuesday</td>
<td>Faculty workday; Prep grades due by 12:00 Noon</td>
</tr>
<tr>
<td>December 21</td>
<td>Thursday</td>
<td>Graduation (1:00 PM &amp; 4:00 PM)</td>
</tr>
<tr>
<td>December 22 - January 1</td>
<td>Friday – Monday</td>
<td>Winter Holiday Break; College Closed</td>
</tr>
</tbody>
</table>

#### SPRING TERM 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>Tuesday</td>
<td>College Reopens; Staff report</td>
</tr>
<tr>
<td>January 3</td>
<td>Wednesday</td>
<td>Faculty report</td>
</tr>
<tr>
<td>January 8</td>
<td>Monday</td>
<td>Spring Term Begins-First Day for Students</td>
</tr>
<tr>
<td>January 12</td>
<td>Friday</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>January 15</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday Observance</td>
</tr>
<tr>
<td>January 19</td>
<td>Friday</td>
<td>Last day to apply for February CLAST</td>
</tr>
<tr>
<td>February 17</td>
<td>Saturday</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>March 1</td>
<td>Thursday</td>
<td>Minimester A ends</td>
</tr>
<tr>
<td>March 2</td>
<td>Friday</td>
<td>Minimester A grades due by 3:00 PM</td>
</tr>
<tr>
<td>March 2</td>
<td>Friday</td>
<td>Professional Development Day /No classes/Faculty Report</td>
</tr>
<tr>
<td>March 5</td>
<td>Monday</td>
<td>Minimester B begins/First day of classes</td>
</tr>
<tr>
<td>March 8</td>
<td>Thursday</td>
<td>Last day to drop with refund of fees or change to audit status (Minimester B)</td>
</tr>
<tr>
<td>March 12</td>
<td>Monday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 19</td>
<td>Monday</td>
<td>Last day to withdraw with grade of “W” from a full-term class</td>
</tr>
<tr>
<td>March 26 – April 1</td>
<td>Monday - Sunday</td>
<td>Holidays - Spring Break</td>
</tr>
<tr>
<td>April 2</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 28 – May 4</td>
<td>Saturday – Friday</td>
<td>Final week of classes</td>
</tr>
<tr>
<td>May 4</td>
<td>Friday</td>
<td>Last student day of term; Last day to apply for June CLAST</td>
</tr>
<tr>
<td>May 7</td>
<td>Monday</td>
<td>Faculty Workday; Final grades due by 12:00 Noon</td>
</tr>
<tr>
<td>May 8</td>
<td>Tuesday</td>
<td>Faculty Workday</td>
</tr>
<tr>
<td>May 19</td>
<td>Saturday</td>
<td>Graduation (1:00 PM &amp; 4:00 PM)</td>
</tr>
</tbody>
</table>

#### SUMMER TERM A 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14</td>
<td>Monday</td>
<td>Summer A Begins</td>
</tr>
<tr>
<td>May 16</td>
<td>Wednesday</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>May 28</td>
<td>Monday</td>
<td>Memorial Day Holiday (Weekend classes will meet as scheduled.)</td>
</tr>
<tr>
<td>June 2</td>
<td>Saturday</td>
<td>CLAST administration</td>
</tr>
<tr>
<td>June 7</td>
<td>Thursday</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
<tr>
<td>June 8</td>
<td>Friday</td>
<td>Last day to apply for posting August graduation</td>
</tr>
<tr>
<td>June 22</td>
<td>Friday</td>
<td>Final day of classes/Summer Term A ends</td>
</tr>
<tr>
<td>June 25</td>
<td>Monday</td>
<td>Faculty Workday; Final grades due by 12:00 Noon</td>
</tr>
</tbody>
</table>
## ACADEMIC CALENDAR 2006–07

Schedule of Classes for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.

### SUMMER TERM B 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26</td>
<td>Tuesday</td>
<td>Summer Term B Begins</td>
</tr>
<tr>
<td>June 28</td>
<td>Thursday</td>
<td>Last day to drop with refund of fees or change to audit status</td>
</tr>
<tr>
<td>July 4</td>
<td>Wednesday</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>Friday</td>
<td>Last Day to withdraw from twelve-week summer courses</td>
</tr>
<tr>
<td>July 20</td>
<td>Friday</td>
<td>Last day to withdraw from Summer B class with grade of “W”</td>
</tr>
<tr>
<td>August 6</td>
<td>Monday</td>
<td>Final day of classes/Summer Term B; 12 Week Courses End</td>
</tr>
<tr>
<td>August 7</td>
<td>Tuesday</td>
<td>Faculty Workday; Final grades due by 12:00 Noon</td>
</tr>
</tbody>
</table>

### Virtual Campus

*All statutory holidays on the College’s 2006-7 Academic Calendar apply to Virtual Campus classes*

### FALL TERM 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td>Friday</td>
<td>Last day to register/pay fees for Session 1 online courses</td>
</tr>
<tr>
<td>August 19</td>
<td>Saturday</td>
<td>Virtual Campus Information Session</td>
</tr>
<tr>
<td>August 21</td>
<td>Monday</td>
<td>Fall Session 1 begins</td>
</tr>
<tr>
<td>August 25</td>
<td>Friday</td>
<td>Last day to drop Session 1 courses with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>September 15</td>
<td>Friday</td>
<td>Last day to register/pay fees for Session 2 courses</td>
</tr>
<tr>
<td>September 16</td>
<td>Saturday</td>
<td>Virtual Campus Student Information Session</td>
</tr>
<tr>
<td>September 18</td>
<td>Monday</td>
<td>Fall Session 2 begins</td>
</tr>
<tr>
<td>September 21</td>
<td>Thursday</td>
<td>Last day to drop Session 2 courses with refund of fees or change to audit status</td>
</tr>
<tr>
<td>October 31</td>
<td>Tuesday</td>
<td>Last day to withdraw from Session 1 courses</td>
</tr>
<tr>
<td>November 9</td>
<td>Thursday</td>
<td>Last day to withdraw from Session 2 courses</td>
</tr>
<tr>
<td>December 11 – 15</td>
<td>Thursday</td>
<td>Final week of classes</td>
</tr>
</tbody>
</table>

### SPRING TERM 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5</td>
<td>Friday</td>
<td>Last day to register/pay fees for Session 1 courses</td>
</tr>
<tr>
<td>January 6</td>
<td>Saturday</td>
<td>Saturday Virtual Campus Student Information Session</td>
</tr>
<tr>
<td>January 8</td>
<td>Monday</td>
<td>Spring Session 1 begins</td>
</tr>
<tr>
<td>January 12</td>
<td>Friday</td>
<td>Last day to drop Session 1 courses with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>February 2</td>
<td>Friday</td>
<td>Last day to register/pay fees for Session 2 courses</td>
</tr>
<tr>
<td>February 3</td>
<td>Saturday</td>
<td>Virtual Campus Student Information Session</td>
</tr>
<tr>
<td>February 5</td>
<td>Monday</td>
<td>Spring Session 2 begins</td>
</tr>
<tr>
<td>February 8</td>
<td>Thursday</td>
<td>Last day to drop Session 2 courses with refund of fees or change to audit status</td>
</tr>
<tr>
<td>March 19</td>
<td>Monday</td>
<td>Last day to withdraw from Session 1 courses</td>
</tr>
<tr>
<td>April 6</td>
<td>Friday</td>
<td>Last day to withdraw from Session 2 courses</td>
</tr>
<tr>
<td>April 28 – May 4</td>
<td>Friday</td>
<td>Final week of classes</td>
</tr>
</tbody>
</table>

### SUMMER 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11</td>
<td>Friday</td>
<td>Last day to register/pay fees for online courses</td>
</tr>
<tr>
<td>May 12</td>
<td>Saturday</td>
<td>Virtual Campus Student Information Session</td>
</tr>
<tr>
<td>May 14</td>
<td>Monday</td>
<td>Summer Term courses begin</td>
</tr>
<tr>
<td>May 16</td>
<td>Wednesday</td>
<td>Last day to drop with refund or change to audit status</td>
</tr>
<tr>
<td>July 6</td>
<td>Friday</td>
<td>Last day to withdraw from Summer term courses</td>
</tr>
<tr>
<td>August 1-6</td>
<td></td>
<td>Final week of classes</td>
</tr>
</tbody>
</table>
BCC In Brief

Brevard Community College, located in the heart of the nation’s space coast, is a two-year, co-educational, publicly supported postsecondary institution. It was established in 1960 as Brevard Junior College. Also established in 1960 was Carver Junior College, another two-year, publicly supported, postsecondary institution that provided educational opportunities to the African-American residents of Brevard County. In 1963, the two schools merged, and BCC moved to its present location on 87 acres adjacent to Clear Lake. With district offices housed at the Cocoa location, the college has grown to include six campuses throughout the county and a center at Kennedy Space Center.

Cocoa Campus
1519 Clearlake Rd. • Cocoa, FL 32922
(321) 433.7300
www.brevardcc.edu

The Cocoa Campus is home to the collegewide District Administration. Located on this campus are three technologically advanced facilities: the Astronaut Memorial Planetarium, the BCC/UCF Joint Use Library, and the Florida Solar Energy Center. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. Also located on the campus is the Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of BCC and University of Central Florida. This unique instructional facility houses programs for both BCC and UCF, enabling students to complete a bachelor’s and master’s degree without leaving the county.

Health Sciences Campus
1519 Clearlake Rd. • Cocoa, FL 32922
(321) 433.7575
www.brevardcc.edu

Health Sciences operates district-wide offering course work on the Cocoa, Palm Bay, Melbourne, Titusville and Virtual campuses. The Health Sciences Campus is headquartered on the Cocoa Campus in Cocoa, Florida. This campus provides state-of-the-art classrooms and clinical laboratory facilities where students learn to apply their specialized skills. Course work within the Health Sciences can lead to either an Associate in Science degree or Postsecondary Vocational Certificate. Through the Institute for Continuing Education (ICE) professional courses are presented for continuing education requirements; student growth, improvement and development; and current health care topics of public interest. Community continuing education is offered on a wide array of health-related topics.

Melbourne Campus
3865 North Wickham Rd. • Melbourne, FL 32935
(321) 433-5513
www.brevardcc.edu

Located on a wooded 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates.

Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the college’s largest concentration of student computer laboratories (21 labs campuswide utilizing the latest technology).

Palm Bay Campus
250 Community College Parkway • Palm Bay, FL 32909
(321) 433-5181
www.brevardcc.edu

Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full complement of general education classes required for transfer to Florida state universities, as well as vocational courses in areas of study such as computer programming, database technology, air conditioning, and business administration.

Additionally, the campus offers courses in Health Sciences programs of study including medical assisting, emergency medical services, medical assisting and nursing. Apprenticeship sponsors offer courses in air conditioning, electrical and machining. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic Center just south of the main campus. Palm Bay Campus prides itself on providing a center for baccalaureate and graduate education through the offerings of the University of Central Florida, Webster University and Barry University.
Titusville/Virtual Campus
1311 North U.S. 1 • Titusville, FL 32796
(321) 433-5050 • Titusville Campus
(321) 433-7100 • Virtual Campus
www.brevardcc.edu

Titusville Campus is student-centered with small classes and student support services that make learning a pleasure. We are a community of learners where student success is everyone’s goal. The personal service that students receive is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specialties in information technology and environmental, natural and life sciences are supported by our location near the Kennedy Space Center and the Canaveral National Seashore. The campus hosts the NASA Business Incubator, supporting entrepreneurs in our community and giving our students access to internships in cutting edge technology companies. We share a campus setting with the Parrish Medical Center and are developing joint programs in the health sciences. The Titusville Campus is dedicated to ensuring that students will achieve their dreams while reaching their academic and technology goals in a caring, student-centered environment.

BCC’s Virtual Campus is a full service campus providing students interested in non-traditional access to classes with Distance Learning opportunities, which include Online courses and Telecourses. BCC students can earn A.A. and A.S. degrees through our Distance Learning Programs. Services available through the Virtual Campus include online admissions and registration, online testing, online advising, online mentoring, online financial aid information and online learning resources.

The Virtual Campus Online courses are powered by Blackboard e-learning Platform.

Spaceport Center
1519 Clearlake Rd. • Cocoa, FL 32922
(321) 433-7750
www.brevardcc.edu

Brevard Community College’s Spaceport Center operates at NASA’s John F. Kennedy Space Center, BCC Cocoa Campus, and at Cape Canaveral AFS to provide AS and AAS degree programs in aerospace technology. SpaceTEC, located on Cape Canaveral Air Force Station, is the country’s National Science Foundation Center of Excellence for aerospace technical education.

The Aerospace Technology program prepares students for entry-level positions in the aerospace industry. It offers a standardized and industry-endorsed curriculum that provides employers with a well-trained and productive technical workforce. Aerospace technician candidates must complete a separate, program-specific application and meet special workplace requirements including U.S. citizenship. They must also agree to undergo security background checks and random drug testing, if hired.

Graduates of the Aerospace Technology program may also qualify for many applied-technology jobs such as testing, fabrication, assembly, repair, and manufacturing.

For information contact the Spaceport Center at (321) 433-7750, Fax: (321) 433-7752, or visit the website at: www.brevardcc.edu/spaceport

The Historic Cocoa Village Playhouse, Inc.
Cocoa Village • Cocoa, Florida
(321) 636-5050

The Historic Cocoa Village Playhouse, located in downtown Cocoa Village, was restored to its 1924 vaudeville beauty through a series of governmental grants and donations. The Playhouse is now on the National Register of Historic Places, and the quaint 495-seat venue now serves as home for a community theater that features volunteer performers of all ages. Each year the Musical Series, along with the Stars of Tomorrow youth program, provides family entertainment.

Astronaut Memorial Planetarium and Observatory
Cocoa Campus • Bldg. 19
(321) 433-7373; or (321) 433-7372
www.brevardcc.edu/planet

Constructed in part through public donations, the Astronaut Memorial Planetarium and Observatory was built as a memorial to the United States Astronaut Corps. The facility contains classrooms for astronomy courses, laboratories, observatories, a large public access telescope, a unique 207-seat planetarium, and a 174-seat Iwerks large-format movie theater. Planetarium programs are available to enhance college classes. In addition, a series of programs for grade levels K-12 are available for use by county school teachers. The planetarium is also available for use by local organizations and the general public. Planetarium programs and laser concerts are presented on a regular schedule. Information about all planetarium activities may be obtained by calling the Astronaut Memorial Planetarium and Observatory or visiting the website.
Clark Maxwell, Jr., Lifelong Learning Center  
Cocoa Campus • Bldg. 3

The Center, a cooperative partnership between Brevard Community College and the University of Central Florida, is the first joint-use facility of its kind for two higher education institutions in the state of Florida. This unique instructional and service facility offers area residents the opportunity to obtain their career goals while remaining in Brevard County. A Child Care Center, The Institute for Business Training and Community Education administrative and enrollment offices, and three Brevard Community College computer labs for continuing education are housed in this facility along with the UCF administration offices and classrooms.

WBCC-TV  
Cocoa Campus • Bldg. 13  
www.wbctv.org

WBCC-TV programming consists of educational and general interest programs for viewers in east central Florida. In addition to this UHF channel 68, WBCC-TV broadcasts four digital television channels. The first is a rebroadcast of the programming on channel 68. The second channel is operated for the University of Central Florida and highlights original UCF programming. The third channel is operated for the Brevard Public School system. Programming is geared toward K-12 students, teachers, and parents. The fourth channel carries The Florida Channel with programming covering state legislature, judicial system, and executive activities. WBCC-TV programming is available to a viewing audience of more than 1,000,000 Central Florida residents. In addition to open broadcasting on UHF channel 68, cable subscribers receive WBCC programming on bright house Channel 5 and Wireless Broadcast Service (WBS) Channel 21, and other Central Florida cable systems. WBCC studio facility, located on the Cocoa Campus, produces original programming and telecourses, and provides telecommunication technology support for the college in videoconferencing and satellite downlinks. WBCC’s programming schedule is available in the FLORIDA TODAY newspaper.

BCC/UCF Joint-Use Learning Resources Center  
Library • Cocoa Campus • Bldg. 12  
www.brevardcc.edu/library

The Brevard Community College Cocoa Campus Library is a joint-use facility with the University of Central Florida Brevard Campus and the Florida Solar Energy Center. It is located in a three-story, 121,000 square-foot building facing Clear Lake on the Cocoa Campus. The spacious facility opened in January 1995 and features an electronic-instruction classroom, open stacks, abundant study areas, a conference room, study rooms and exhibit space.

The Library's collection reflects the curriculum of Brevard Community College's Cocoa campus, and the Brevard curriculum of the University of Central Florida. The special library collection of the Florida Solar Energy Center is located on the third floor of the Library and contains research materials in the field of solar energy. In collaboration with the Space Coast Grants Professional Network, the Grants and Nonprofit Resource Center has been assembled on the first floor of the Library. Holdings of the BCC/UCF Joint-Use Library currently include over 100,000 book volumes, more than 750 current periodical subscriptions and a large number of Internet research databases. For additional information regarding services and current hours of operation, call (321) 433-7255 or visit the BCC Library website.

King Center for the Performing Arts  
Melbourne Campus • Bldg. 9  
(321) 242-2219 • www.kingcenter.com

The $12.5 million cultural center, located on the Melbourne Campus, opened in April, 1988. The architecturally and technically unique six-story center features a 2,000-seat Performing Arts Theatre with a 6,000 square foot main stage. The center is a versatile multi-use facility large enough to accommodate the varied cultural and educational needs of the community.

The King Center plays an important educational role in the college and the community. Students of drama, ballet, dance, and opera have opportunities to experience large Broadway touring companies and major ballet and opera productions. In addition, the center showcases the finest in popular singing artists, classical musicians, comedy, jazz, and country entertainment. Discount rates for area students are frequently available on the day of the show.
The King Center also offers an Educational Theatre Program. Designed for young audiences and their educators and endorsed by the Brevard County Board of Education, this expanding program features major theatrical touring productions.

Art exhibits, which change monthly, are showcased in the Center Lobby during performances and each Tuesday from 1-4:30 p.m., except on days featuring daytime presentations. In addition, BCC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff, and community performers at locations throughout the county. Call the ticket office at (321) 242-2219 for more information.

**Moore Multicultural Center**  
Cocoa Campus • Bldg. 11, Room 114  
[www.brevardcc.edu/moorcenter](http://www.brevardcc.edu/moorcenter)

The Harry T. and Harriette V. Moore Multicultural Center commemorates the lives and work of the Moores, African-American community leaders and activists who were assassinated in Mims, Florida, in 1951. Harry T. Moore’s life and work exemplified the “courage to challenge” an oppressive system and served as a model for Civil Rights leaders who followed.

Since its inauguration in August 1996 on BCC’s Cocoa Campus, the mission of the Moore Center has been to improve race relations and human relations. Through education, dialogue, cultural programming and interaction, the center fosters a greater awareness and appreciation for the contributions of all races, cultures, and religions represented in American society.

The Moore Center builds relationships with other departments to provide services for students, staff, faculty, and the community in fulfilling its mission to promote diversity inside and outside the classroom through co-curricular events. One of the Center’s primary goals is to provide students opportunities to develop the cultural competence that is vital to good citizenship in an increasingly diverse society.

The Moore Center offers multicultural events, workshops for students, faculty, and staff; a multicultural and diversity resource library; cosponsorship of cultural activities with BCC and community groups; monthly cultural exhibits and displays; and venues for Central Florida artists.

For more information, contact the Moore Multicultural Center, (321) 433-7355 or visit the website.

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**BCC Foundation Alumni Association**  
[www.brevardcc.edu/alumni](http://www.brevardcc.edu/alumni)

The Alumni Office facilitates camaraderie and scholarship among BCC’s former students through an Alumni Association. Alumni include any student who has successfully completed a BCC course and BCC retirees. The extensive scope of the organization reflects an accurate picture of BCC’s diversity and its many talented students. “You may be a BCC student for a short time, but you are an alumnus the rest of your life.”

For more information about activities or to become a member, please call (321) 433-7147, e-mail bccalumni@brevardcc.edu; or visit our website [www.brevardcc.edu/alumni](http://www.brevardcc.edu/alumni).
Special Programs

Center for Service-Learning (CSL)
www.brevardcc.edu/csl

The CSL involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSL is recognized as a model and leader in service-learning. Service-Learning is integrated with 135 courses and 350 course sections each semester under the guidance of 110 faculty. Over 700 students enroll annually in stand-alone community service-learning courses. Over 3,600 students volunteer through service-learning each year. The CSL offers students a wide array of service-learning experiences, incentives and opportunities.

Mission – The Center for Service-Learning strives to make community service an integral part of students’ education to prepare them to be lifelong learners, responsible community members, and productive citizens.

Goals

- Recruit and place students in educational and meaningful service-learning positions and projects
- Provide opportunities for students, faculty and staff to partner with community organizations
- Support students in service-learning activities or projects
- Integrate and link community service and academic study
- Involve and support faculty in using the service-learning teaching methods
- Support community organizations and projects in service-learning programming

For further information, please call: (321) 433-5610 – Melbourne; (321) 433-7610 – Cocoa; (321) 433-5253 – Palm Bay; (321) 433-5016 – Titusville.

Educator Preparation Institute (EPI)
www.brevardcc.edu/epl

Have you ever considered teaching in the K-12 school system? Do you have a bachelor’s degree in a non-education field? The EPI at Brevard Community College provides an alternative path to K-12 teacher certification and is approved by the Florida Department of Education. The Alternative Certification Program is comprised of 21 institutional credits and 295 contact hours within four learning modules: The Instructional Process, Reading Fundamentals, The Teaching Profession, and Diversity in the Classroom. Classes are currently available on the Cocoa and Melbourne campuses and the flexible schedule includes Saturday and evening classes. For more information contact the EPI Program Coordinator at 433-7727.

International Education

Brevard Community College recognizes the importance of providing an international dimension to education. Confronted with a global economy and issues that transcend national boundaries, today’s students must have a better understanding and appreciation of other cultures, customs and political systems. BCC encourages and supports the development of international partnerships; study-abroad programs; service to international students; international programs for the community; and student, faculty, and staff exchange and development programs. For further information, please call (321) 433-7342.

BCC Parent Education/Lab Schools
www.brevardcc.edu/labschool

This program focuses on the process of parenting through direct involvement and recognizes parents as the child’s most important teachers. The format offers an opportunity for parents to learn through discussion, observation and interaction with children as well as through other parents. It includes evening sessions for parents only and morning sessions for parents and children. The Administration office for this program is located on the Cocoa Campus. Courses are designed for parents and children (from six weeks through five years). BCC Lab Schools are located in 5 Brevard County locations including the North area, Cocoa Beach area, Cocoa area, Indian Harbour Beach/ Suntree area and Melbourne area. Each site is housed in churches throughout the county. For the location nearest you, call the Lab School office at (321) 433-7668, 433-7650 or 433-7624, or e-mail labschools@brevardcc.edu.

Reserve Officers’ Training Corps

Brevard Community College offers an Army ROTC program through a cross-enrollment agreement with Florida Tech and Air Force ROTC (AFROTC) through the University of Central Florida. The ROTC programs provide general military science curriculum with instruction covering military fundamentals. One, two, three, and four-year scholarships are available. Students who complete ROTC and graduate with a 4-year degree will be commissioned as officers.

ROTC Admission Requirements

A student must be at least 17 years of age, be able to complete the Junior/Senior Professional Officer Course (POC) and all degree requirements prior to reaching age 34 (age 29 if entering flight training,) pass the medical examination and be accepted by the college or university.

For further information about scholarships, enrollment and class structure, contact the Army ROTC Department at Florida Tech, (321) 674-8000, ext. 8094 or the Air Force ROTC at the University of Central Florida-Orlando, (407) 823-1247.

Study Abroad

Study Abroad programs are an important part of BCC’s international educational initiative. Each summer, the college offers a humanities course that includes an international travel component. This component provides an opportunity for students to experience another culture while pursuing relevant course work.

This program consists of formal classroom instruction on campus, followed by a trip to major cultural centers in Europe. This trip is carefully designed to complement and enhance the course content. Students earn three college credits toward their general education requirements when they participate in the program. To participate, they must be admitted to the college and pay tuition, fees and travel costs. For more information contact (321) 433-5657 or visit the website at: www.brevardcc.edu/studyabroad.
BCC ONLINE SYSTEMS

Brevard Community College provides a full range of web-based services for students, faculty and staff. Non-secure information such as the catalog, schedule of classes and general information can be accessed from the BCC website at www.brevardcc.edu.

Systems that require a secure login can also be accessed from the home page of the BCC website: click on STUDENT RESOURCES and then select the system you need. For most systems, your login User ID will be your student ID number and your initial Password/PIN will be your birthdate in the format MMDDYY. Remember that each BCC system is a separate entity and that changing your password or PIN in one system does not change it in the others.

The security of your educational and personal records is important to the college. You are strongly encouraged to change your password or PIN often. If you write them down, make sure they are in a secure location that is known only to you.

TITAN PORTAL/BANNER WEB

You can access your records online through the secure website, TITAN PORTAL/BANNER WEB. You will need your User ID (your Student ID Number) and PIN.

To access your records through TITAN PORTAL/BANNER WEB follow these simple steps:
1. Go to the BCC website: www.brevardcc.edu
2. Click on TITAN PORTAL/BANNER WEB
3. Login to the Secure Area
   a. User ID: Enter your Student ID number
      (B number, example: B00111111)
      Use upper case letter B and number 0
   b. PIN: Enter your six-digit PIN

To Reset Your PIN:
After initial login, you will get the message “YOUR PIN HAS EXPIRED”
1. Enter your old PIN: This is the six-digit PIN you just used to login.
2. Enter a New PIN: Choose six NUMBERS.
3. Re-enter new PIN: Enter the six NUMBERS you just selected.
4. This PIN will not change until you change it.

Enter a PIN Hint Question:
Once you have entered a PIN Hint Question and you forget your PIN,
you can click on the “Forgot PIN?” button to reset your own PIN. Choose
a question and answer that you can easily remember. Do not use “What
is my PIN?” For assistance, please contact the Helpdesk at (321) 433-7600.

IMAIL: Student E-Mail Accounts

The college has designated IMail as the official means of communication for college business for registered students. This includes communication from instructors regarding your classwork. IMail accounts are normally available within 24 hours after you register for classes.

To find your IMail address and User ID:
1. Go to TITAN PORTAL/BANNER WEB
2. Login to Secure Area
3. Click on PERSONAL INFORMATION
4. Click on VIEW E-MAIL ADDRESS(ES)
   a. Your UserID (also your Network ID) is the first part of your
      IMail address.
   b. Your IMail address is the STUDENT e-mail address.
      Example: UserID = n12345678
      IMail address = n12345678@imail.brevardcc.edu
5. Your initial Password is your birthdate in the format MMDDYY

If you elect to forward IMail messages to your personal e-mail provider and you later change providers, you must manually go to IMail and update your account information. Your IMail will not be automatically forwarded.

To access your IMail account go to www.brevardcc.edu/imail
Visit the website at www.brevardcc.edu for instructions on how to use Outlook to read or send IMail. For further assistance, contact the Helpdesk at (321) 433-7600.

BLACKBOARD

Blackboard is BCC’s collegewide learning management system. All online, Teleweb and hybrid classes use Blackboard, and many instructors choose to enhance their courses using Blackboard. If you are registered for a distance learning course or other course using a Blackboard component, you will be able to login on the first day of class.

User ID: Enter your BCC ID number
   (B number, example: B00111111)
Use upper case letter B and number 0

Initial PIN/Password: Your birthdate in the format MMDDYY*

Use the Self-Help to reset your password.

*Note: Blackboard Passwords are not reset from term to term. If you have ever taken a Blackboard course, your password will not change; it is the same as you last logged into the Blackboard system.

Should you have trouble accessing your Blackboard account, please contact the Helpdesk at (321) 433-7600.

Library Resources

Brevard Community College has libraries at each of its four campus locations: Cocoa, Melbourne, Palm Bay and Titusville. Students of the BCC Virtual Campus should check on Distance Library Services available to them.

To login to the online Library Services:
User ID: Library Number (Borrower ID)
   (example: 23201000999991)
   Printed on back of Student ID Card
Initial PIN: Last 4 digits of SS Number (can be changed by user)
SMARTHINKING is your personal online tutoring center. SMARTHINKING provides expert assistance in reading, writing, and mathematics. The service is free to BCC students 24/7.

Go to www.brevardcc.edu,
• Click on STUDENT RESOURCES
• Click on SMARTHINKING
• Your user name is your ID number
• Your password is your birthdate in the format MMDDYY.

If your records are marked “Confidential,” you will not have a SMARTHINKING account. New students will be registered in SMARTHINKING during the second week of class.

If you have questions, please contact the helpdesk at (321) 433-7600 or e-mail helpdesk@brevardcc.edu.

Student Computer Labs

Computer labs are designed for student use in many areas of each campus. Protocol for assistance may be different in each lab, so be sure to read the instructions specific to that area. You must be a registered student to utilize this service. Allow one week after classes begin for your account to be activated.

To login to a student computer:
Username: Your Student ID Number
Initial Password: Your birthdate in the format MMDDYY

Student ID Numbers & PIN

To protect the identity of our students, BCC assigns every student an ID number. This is a nine-digit number that starts with the letter “B” followed by eight numbers. This number is used to register online and access educational and personal records on our secure website.

All students receive a Personal Identification Number, or PIN, after their application for admission has been processed. You will need this number to access your records on TITAN PORTAL/BANNER WEB.

Still have trouble? Contact the appropriate campus resource for assistance.
FOR ASSISTANCE CONTACT THE HELPDESK AT (321) 433-7600 • helpdesk@brevardcc.edu
HELPDESK HOURS: Monday-Thursday . . . . . . . . . . 8 a.m.-7 p.m. Friday . . . . . . . . . . . . . . . . . . . . . 8 a.m.-5 p.m. (4:30 p.m. summer hours)
Closed Saturday and Sunday

CAMPUS ADMISSIONS & RECORDS CONTACTS:

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<tr>
<th>Campus</th>
<th>Cocoa</th>
<th>Health Sciences</th>
<th>Melbourne</th>
<th>Palm Bay</th>
<th>Titusville/Virtual Campus</th>
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<tr>
<td>Phone</td>
<td>(321) 433-7300</td>
<td>(321) 433-7575</td>
<td>(321) 433-5550</td>
<td>(321) 433-5175</td>
<td>(321) 433-5100</td>
</tr>
</tbody>
</table>
ADMISSION, ASSESSMENT & REGISTRATION

Admission to Brevard Community College

BCC admits students in accordance with F.S.1007.263. BCC is an open-door institution. However, depending on the student’s program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system.

Applicants for courses or programs offered by BCC may obtain admission forms from any BCC Admissions and Records office and on the BCC website for admissions: http://www.brevardcc.edu/admissions

Steps to enroll at BCC:

1. **Apply for Admission**
   - Submit an Application for Admission. Application must be completed in full and signed by the applicant.
   - Submit a completed Residency for Tuition Purposes affidavit and supporting documentation
   - Pay the one-time, non-refundable application fee of $30 ($60 for international students)
   - Apply as soon as possible, and by the published deadline to ensure best course selection
   - Allow a minimum of 48 hours to process your application. See application deadlines for each term in the Schedule of Classes.

2. **Provide documentation of educational background**
   - All final, official transcripts should be received by BCC prior to orientation and registration. You will not be permitted to register for any college credit courses until proof of high school graduation with a standard high school diploma or equivalent is provided. **Degree-seeking students whose transcripts are not received within the first term cannot register for subsequent terms.** Transcripts must be submitted to the campus housing your admissions documentation.
   - Students are responsible for requesting the transcripts from their previous institutions and paying all associated fees.
   - Official transcripts must be sent in a sealed envelope directly to BCC.
   - If you do not have a college degree from a regionally accredited U.S. institution, you must submit your high school transcript and transcripts from all colleges and institutions you have attended.
   - If you hold a college degree from a regionally accredited U.S. institution, a transcript from the institution from which you received the degree is the only transcript required.

3. **Complete Assessment**
   - All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the International Student Office or campus admissions and records offices.
   - Non-degree seeking students are required to have a standard high school diploma or high school equivalency (GED). Non-degree seeking students are not required to submit transcripts unless they are required for proof of successful prerequisite course completion or changing to a degree-seeking status.
   - Transient students (students enrolled in another college who wish to take courses at BCC for one term, then transfer those credits back to their home institution) are not required to submit official transcripts. However, students must provide a transient form or letter of good standing approving transient status and listing courses in which they are eligible to enroll. Transient forms can be processed online through FACTS.org for many Florida institutions.
   - If you are unable to obtain a transcript because the school has closed, contact the Department of Education in the state you graduated and request a letter verifying that the school closed.

4. **Complete the New Student Orientation**
   - Orientation is mandatory for all first-time-in-college students and recommended for all transfer students. A list of orientation dates and times is published in the Schedule of Classes. You may register for any session in the Admissions and Records Office.

5. **Visit an Advisor**
   - Student advisors are available to assist students in developing an educational plan, scheduling classes and addressing other academic concerns. All new degree-seeking students should meet with an advisor to develop an educational progression plan. Continuing students are encouraged to meet with an advisor every term.

Financial aid will not be awarded until all transcripts are received by BCC.
6. **Register for Classes**
- Students receiving financial aid and/or Veterans benefits should take a copy of their schedule to the Financial Aid and/or VA Office after registering. You may register online if you have no registration holds, or in person.

Prior to registering, confirm via the web
- You have been admitted as a student to the college
- You have no registration holds on your record

7. **Pay Your Fees**
- Remember to check the Schedule of Classes for fee due dates and pay your fees on time.

How to Pay:
- **Online**: login to the secure web page at www.brevardcc.edu. You may use VISA, MasterCard, Discover, checking, savings or sign up for the Tuition Payment Plan.
- **Mail**: send check or money order payable to Brevard Community College to Attn: Student Accounts, 1519 Clearlake Road, Cocoa, FL 32922
- **In Person**: go to any of our four cashier offices to make payment

See page 50 for Student Fee Information.

**Collection of Social Security Numbers**
Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security Numbers to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student in the amount of $50. Refusal to disclose the SSN also may affect the student’s ability to receive financial aid and transfer coursework. Brevard Community College protects student’s personal information in accordance with federal regulations. SSNs are not used as student ID numbers; the college issues every student a randomly generated nine-digit number that should be protected by the student.

**Final Acceptance to the College**
Although you may receive conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents during your first term of attendance, including an official high school transcript and transcripts of all previous college work attempted, assessment and all other requirements.

**Admission Requirements**
An applicant for admissions to an associate degree or any program or course that requires a high school diploma must be a high school graduate and may be admitted with one of the following:

**Standard High School Diploma**
High school graduates must have earned a standard high school diploma or equivalent from a U.S. high school.

Transcripts from foreign institutes must be submitted to the International Student Office for evaluation of high school equivalency.

Diplomas issued by correspondence or non-traditional high schools will not usually be accepted unless the school is accredited by the DETC or by an organization recognized by the US Department of Education or the Council for Higher Education Accreditation (CHEA). These schools will be considered on an individual basis. Acceptance will be based upon submission of sufficient documentation by the school to indicate that the school meets the minimum standards outlined by the Florida Department of Education and FL Statute 1002.42 – Private Schools.

**General Education Diploma (GED)**
Students who have received a state-issued General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.

**Home Educated Students**
Parents of home-schooled students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms are available in the campus Admissions and Records offices.

**CPT-Eligible Certificate of Completion**
Per House Bill 23B, effective for students graduating in 2003 or later, students who meet the 2.0 GPA (state GPA) and course requirements for a standard high school diploma but do not pass the FCAT will receive the CPT-Eligible Certificate of Completion. This is annotated on their high school transcript as Withdrawal Code “W8A.” Students who receive the CPT-Eligible Certificate of Completion are eligible to:

- Enroll at a community college and be classified as degree seeking
- Take the CPT and then be admitted to remedial or credit courses based on their scores
- Continue to take the grade 10 FCAT in order to earn the standard high school diploma, or pass the General Educational Development Test (GED) while attending the community college
- Transfer to the state universities after completing the A.A. degree.
These students are not eligible to:
- Enroll directly into a state university
- Receive federal financial aid unless they demonstrate Ability to Benefit (ATB)
- Enroll in programs to train for careers that require professional licensure if the prerequisite for licensure is a standard high school diploma or equivalent. Examples include police officers, correctional officers, nurses and classroom teachers.
- Serve in the United States Military
- Transfer into a state university before they complete the A.A. degree.
- Participate in college athletics.

Non-Standard and Non-High School Graduates
Students who do not fall into one of the categories listed above may not take college credit or preparatory courses. This includes students who receive a regular Certificate of Completion, Special Diploma or do not graduate. These students may register for vocational/career courses and programs that do not require a standard high school diploma for admission or graduation purposes. See the matrix of programs and admission requirements on pages 58 and 59 for applicable programs.

Admission Types
BCC admits students in the following categories. A list of admissions requirements needed in addition to the Application for Admission, non-refundable application fee and Residency for Tuition Purposes affidavit is indicated below.

First Time in College
Student has never attended college.
- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation
- Placement test (ACT/SAT/CPT/FELPT) less than two years old
- New Student Orientation

Transfer Student
Student is transferring credits from another college but has no degree. All previous colleges must be reported.
- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation
- Placement test (ACT/SAT/CPT/FELPT) less than two years old or proof of applicable college-level math and English passed with a “C” or better from a United States regionally accredited college
- Official, final college transcript(s) from all post-secondary schools attended
  - Upon receipt of an official, final transcript, BCC will transfer in all freshman and sophomore level courses (1000-2000 level) earned at colleges or universities accredited by one of the regionally accrediting associations. Grades of “D” and “F” will be brought in under the terms of the State Articulation Agreement and State Board of Education rules.
  - Credit for courses from other schools will be evaluated in accordance with college transfer procedures.
Also see “Transfer Credit for International Students” on page 19.

Hold a Previous Degree
Student earned an associate degree or higher from a United States regionally accredited college and is now seeking a degree or certificate from BCC.
- Official, final transcript from the degree-granting college only
- Official transcript(s) from other colleges may be required if transfer credit is requested from a specific school
  - Credit will be awarded with a grade of “S”
  - Only courses applicable to student’s current program will be used

Transient Student
Student is currently enrolled in a college degree program at another school and will transfer courses taken at BCC back to his or her primary institution. Students may have only one “home” institution.
- Transient letter or letter of good standing from “home” institution
- Students attending Florida state schools may apply for transient status via www.facts.org

Readmit Student
Student has not taken credit classes at BCC for the past two or more years.
- Readmit Application. There is no reapplication fee.
- Residency for Tuition Purposes Affidavit and supporting documentation
- High school and/or college transcripts not previously submitted
- Placement test may be required
- Must meet program/admission requirements in effect at time of readmit.

Non-Degree Seeking Student
Applicant is not seeking a degree or certificate and is taking courses for personal enrichment or job skill upgrading only.
- Must be a high school graduate
• Official transcripts are not required for admission as a non-degree seeking student; however, if student decides later to switch to a degree program, transcripts and other admissions documents will be required at that time.
• Non-degree seeking students are limited to a total of 12 credits, after which they must declare a major and meet all applicable admission requirements. Students may enroll in an audit status before the end of the drop/add period each term they take classes. Audited courses do not count in credit totals.
• Non-degree seeking students must meet all of the same pre- and co-requisite standards for course enrollment as degree-seeking students, which may create a need for transcripts.

Non-degree students are not eligible for financial aid.

Other Admission Categories

Admission of High School Students

Brevard Community College offers three Accelerated Education Programs that enable qualified high school students to take college courses while earning a high school diploma. These programs include Early Admission, Dual Enrollment, and Credit in Escrow. Students should begin the process by contacting their high school guidance counselor to determine eligibility.

To enroll, an eligible student must complete the following steps:
• Submit an Application for Admission and an Accelerated Education Programs Application
• Submit official placement test scores
• Meet grade level, GPA, test score, and other requirements

See Accelerated Education Programs, page 35 for more detailed information.

Admission of International Students

Applications for international students are available from the International Services Offices located on the Cocoa and Melbourne campuses. Prospective students may visit in person or phone (321) 433-7341 to obtain an application packet. Applications may also be requested by e-mail at: international@brevardcc.edu or by mail from either address below:

International Student Services
Brevard Community College
1519 Clearlake Road • Cocoa, FL 32922

International Student Services
Brevard Community College
3865 N. Wickham Road • Melbourne, FL 32935

International student applicants need to provide the following for admission to BCC:
• Successful completion of a secondary school program equivalent to high school in the United States
• Certification of financial resources in the amount of $18,000 per year
• Proof of English proficiency equivalent to a score of 500 on the written TOEFL or 61 on the Internet Based TOEFL

Intensive English Program

Any student wishing to attend BCC who does not meet the minimum English requirements may want to apply to the Intensive English Program. Contact IEP at www.brevardcc.edu/iep, by telephone at (321) 433-7516 or 433-7517 or by mail at:

International Student Services
Brevard Community College
1519 Clearlake Road • Cocoa, FL 32922

Transfer Credit for International Students

Non-U.S. high school documents must be submitted to the International Students Services Office for evaluation. Students who have completed college level coursework in other countries are not required to submit transcripts. However, if the student wishes to have this credit considered for transfer or placement purposes, the student is responsible for securing the evaluation services of a recognized agency such as Josef Silny & Associates or World Education Services, Inc. (WES). Information may be obtained from the International Student Services Office at each campus.

The recommendations made by the evaluation agency will be considered. Coursework may be accepted provided the courses are at the freshman and sophomore level and equivalent courses are offered at BCC. General education courses are normally not accepted.

Brevard County Public School Teacher Discount

Brevard Community College and the Brevard Public Schools have entered a joint agreement that allows a standard application fee waiver and tuition discount to full-time teachers. To be eligible, student must be a current, full-time Brevard public school teacher (offer does NOT extend to spouses or children, private schools or staff).

• Student must submit an Application for Admission the first term of attendance. The application fee is waived.
• Student must present an official letter, on school letterhead signed by school principal, verifying that individual is employed for the current term as a full-time teacher in a Brevard County public school.
• The letter will satisfy transcript and residency requirements for tuition purposes for that term only.
• Eligible students will receive a tuition discount of $5 per credit hour.
• There is no limit to the number of college credit courses discounted per academic year
• Courses may not be taken as audit
• A new letter verifying employment must be submitted for each term of enrollment

Senior Citizen Discount
Applicants who are age 55 or older will receive a waiver of the application fee and tuition discount of $5 per credit hour for college credit courses.
• Student must submit an Application for Admission the first term of attendance. The application fee is waived.
• Student must submit a Residency for Tuition Purposes affidavit and supporting documentation
• Student must submit a copy of driver license for proof of age
• Student must meet all admissions requirements for his/her selected program of study.

Limited Access Programs Which Require An Additional Application and Process
All students seeking admission into a *Health Sciences program must submit a separate application for admission to the program. There is a fee for this application. Most of the programs have application deadlines several months prior to the program starting date. Many of these programs have a competitive enrollment process. For information on requirements and application packets for specific programs, contact: Health Sciences Campus
  Brevard Community College
  1519 Clearlake Road • Cocoa, FL 32922
  (321) 433-7575

Programs offered through the *Criminal Justice Center also require a separate application. Some of the programs have additional physical ability and academic requirements that are listed in the Programs of Instructions. For information on requirements, contact: Criminal Justice Center
  Brevard Community College
  3865 North Wickham Road • Melbourne, FL 32935
  (321) 433-5637

* Certain health care organizations and law enforcement agencies may require a background check.

The Aerospace Technology Program requires a separate application. There is no fee for this application. There are some specific requirements for applicants for this program. For information on requirements and application packet, contact:
  Aerospace Programs
  Brevard Community College
  1519 Clearlake Road • Cocoa, FL 32922
  (321) 433-7750 or 433-7754

Servicemembers Opportunity College (SOC)
Brevard Community College is a designated SOC school. Individuals on active duty and their spouses and dependents may choose Brevard Community College as the institution from which to receive a degree. As a SOC institution, BCC meets all of the criteria outlined in the SOC agreement, including the provision of processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a service member’s degree program. See page 31 Credit for Prior Military Training/ Educational Experience. Contact a SOC advisor at (321) 433-5561 or 433-5766.

Florida Residency for Tuition Purposes
The law allows U.S. Citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought. BCC’s fees and tuition are based upon your status as a legal permanent Florida resident. BCC is required to follow the Florida State guidelines regarding residency for tuition purposes.

The campus Admissions and Records Office will determine the initial residency classification for all newly admitted students and students who are readmitting after two years of non-attendance. Thereafter, the Collegewide Residency Committee will review all requests for changes in residency.

Requisite Intent - It is imperative that the required 12 month qualifying period be for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Specific Authority
• SBE Rule 6A-10.044: Residency for Tuition Purposes, amended March 22, 2005
• Florida Statute 1009.29: Determination of resident status for tuition purposes
Florida Residency Guidelines for Tuition Purposes
Adopted by Articulation Coordinating Committee
May 19, 2000

Note: BCC’s guidelines may be revised in compliance with changes to state legislation.

Required Documentation
In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. You will be requested to provide the following documentation for yourself (the student) or the qualifying claimant:

- Florida Residency for Tuition Purposes Affidavit completed and signed by person claiming residency (claimant), and substantiating documents
- Driver license or state-issued ID (required from both the student and claimant)
- Claimant must provide at least two pieces of supporting documentation. At least one of the documents must have an original issue date at least 12 months prior to the first day of classes for the requested residency term.
- At least one of the claimant’s documents must be a Florida Driver License or state-issued ID.
- Proof of U.S. citizenship: Persons who were born outside of the United States but are claiming U.S. citizenship must provide proof of citizenship or naturalization.
- Students under age 24 are assumed to have the same residency as their parent or legal guardian. Parent or legal guardian must complete the residency affidavit and submit documentation.
- Students under the age of 24 who claim independent status must complete the residency affidavit and submit documentation substantiating both independent status and residency. This documentation may include a copy of tax return from previous year or other documentation such as a marriage license or military documents that can prove dependent or independent status.
- Student 24 years of age or older who claims dependent status: Copy of parent’s tax return from previous year or other documentation indicating that student was an eligible dependent. Parent or legal guardian must complete the residency affidavit and submit documentation.

Suggestions for Documentary Evidence
In addition to specific documents required, including the Florida Driver License or state issued ID, other hard copy documentation may be requested, considered, and/or subsequently recorded as evidence of establishing a residence for tuition purposes in Florida. NO SINGLE DOCUMENT SHALL BE CONCLUSIVE. This list may be revised in compliance with changes to state legislation.

- Florida Voter’s Registration
- Florida Vehicle Registration
- Proof of purchase of permanent primary Florida home
- Professional/occupational license in Florida
- Full-time, permanent Employment in Florida. (e.g. W-2 forms, letter from employer on company letterhead)
- Purchase of Florida Real Property
- Proof of membership in Florida Organizations
- Proof of Acceptance of Permanent Employment in Florida
- Transcripts from Florida schools for multiple years
- Proof of Homestead Exemption
- Florida Incorporation
- Declaration of Domicile in Florida

Documents must be sufficient to indicate both physical presence and the intent to establish residency. For example, a utility bill, rental or lease agreement or part-time employment may help to demonstrate physical presence but do not indicate intent to establish residency.

The determinative hard copy documents must be dated at least 12 months before the first day of class for the term in which residency is sought. Permanent employment as used in the residency procedures means employment which is entered into without expectation that it will end after a certain duration (e.g., following a few weeks, months or the summer).

Returning Students
Students who previously attended BCC but have been away from the institution for two years or more will be inactivated. Upon their return to the college they will be required to submit a Readmit Application, complete a residency affidavit and submit current residency documentation. Students who are away from the institution for more than twelve months and whose permanent address has changed from previous attendance information may be required to present new documentation to continue residency for tuition purposes.

Reclassification of Residency
Students who believe they meet residency requirements in a subsequent term must complete an Appeal for Residency Reclassification form and attach documents that substantiate reclassification. It must be apparent that student has met the “requisite intent” of establishing permanent residence, and has not lived in the state only for the purpose of attending school. Documentation will be forwarded through the campus to the Registrar who will convene the Collegewide Residency Committee for a decision.
Deadline for Submitting Documentary Evidence

Students requesting Florida residency for tuition purposes must submit all documentary evidence by the last day to apply for a refund of the term for which they are applying.

Exceptions to 12 Month Residency Requirement

Section 1009.21, Florida Statutes, permits certain applicants who do not meet the 12-month legal residence requirement to be classified as Florida residents for tuition purposes. The following categories will be considered as Florida residents for tuition purposes. Other categories may be permitted by state statute or rule. Documentation is required to substantiate the exception.

- Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active members of the Florida National Guard who qualify under FS.250.10(7) and (8) for the tuition assistance program.
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a public community college or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in FS.1000.04, and their spouses and dependent children.
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- McKnight Doctoral Fellows and Finalists who are United States citizens.
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.
- Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- Dependent children residing with a legal resident adult relative other than the parent for at least 5 years.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons, who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per F.S. 1009.988(2). (Pre-Paid ID card required.)
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
Assessment

College Placement Testing
As part of the admissions process, all degree-seeking (AA, AS, AAS) students must complete assessment of reading, writing, and mathematics skills for placement into the appropriate level courses. First-time in college students must present scores, no more than two years old, from one of the following approved placement tests: Scholastic Aptitude Test (SAT), American College Test (ACT), Computerized Placement Test (CPT) or Florida College Entry Level Placement Test (FELPT). Scores must meet or exceed the scores listed below to place students into college credit courses.*

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Writing</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>Critical Reading 440</td>
<td>Critical Reading 440</td>
<td>Math 440</td>
</tr>
<tr>
<td>ACT</td>
<td>Reading 18</td>
<td>English 17</td>
<td>Math 19</td>
</tr>
<tr>
<td>CPT</td>
<td>Reading 83</td>
<td>Sentence 83</td>
<td>Algebra 72</td>
</tr>
<tr>
<td>FELPT</td>
<td>Reading 83</td>
<td>Sentence 83</td>
<td>Algebra 72</td>
</tr>
</tbody>
</table>

*Score requirements are subject to change based on rulings of the Florida Legislature.

Placement of transfer students will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required. Degree-holding students will not be required to undergo placement assessment upon submission of an official transcript from a U.S. regionally accredited college.

The college administers the CPT and FELPT at no additional charge to the student. Students must submit application and pay the application fee before testing can be administered. Students are encouraged to review reading, English, and algebra skills prior to taking the placement test, as retesting is permitted under very limited circumstances. A practice placement test is located at the BCC website under the Testing section. Review materials are located in the Learning Labs. Tests may be scheduled by contacting the Testing office or Admissions and Records office.

College Preparatory/Developmental Courses
Students whose placement test scores identify them as needing additional preparation shall enroll in college-preparatory courses to develop college-entry skills. A student who is required to complete a college-preparatory course must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework. However, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework (Florida Statute 1008.30).

Preparatory/developmental courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. While the courses do not carry credit toward graduation, students must have regular attendance, passing grades and must pass a state-mandated exit exam to complete the preparatory coursework and become eligible to enroll in college credit courses.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for preparatory courses. Students should check with the Financial Aid Office.

Preparatory/developmental courses are graded with S for satisfactory; U for unsatisfactory; N for progressed but did not achieve course objectives. These grades are not calculated into the grade point average. When grades of U or N are earned, students must re-register for the course. Students can attempt preparatory courses up to three times. The third attempt will be subject to the full cost of instruction. Preparatory courses may not be audited.

Alternative Methods of Preparatory Instruction
Students can seek methods other than the college's preparatory courses for improvement of skills. Alternative methods of instruction include, but are not limited to, Brevard County School Board, private providers, and online instruction. Once instruction is complete, the student should present a certificate of completion to a campus testing specialist for a referral to retest on the appropriate placement subtest.

Test of Adult Basic Education (TABE)
Students enrolling in state-designated Postsecondary Adult Vocational Certificate (PSAV) programs are required to submit scores, no more than two years old, from the Test of Adult Basic Education (TABE). Students must complete the TABE within six weeks of the beginning of their first term of classes. Students who have not completed the TABE by the end of the first semester will not be allowed to enroll in any program courses until the TABE is completed. Students who do not meet the required TABE score in any area can begin coursework in the certificate program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all learning labs through the Vocational Preparatory Instruction (VPI) program.

Limited Access Program Placement Tests
Certain limited access programs require additional tests for admission. These include:

Nurse Entrance Test (NET): The Practical Nursing Vocational Certificate requires successful completion of the Nurse Entrance Test (NET) prior to admission into the program. Contact Health Sciences at (321) 433-7577 for specific program requirements, testing schedules, and fee information.
Basic Abilities Tests (BAT): Some law enforcement and criminal justice programs require successful completion of a Basic Abilities Test (BAT) prior to admission into the program. The state of Florida has approved two Basic Abilities Tests: the Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). Contact the Criminal Justice Department at (321) 433-5637 for specific program test requirements, testing schedules and fee information.

Registration

Registration is the process of identifying, selecting and requesting courses each term. There are usually several choices for the same course, so the student may select the days, times, campus and method of delivery according to personal preference and schedule. Registration may be done in person or via the Web. Students must have completed the admissions process and be an active student.

Prior to registering, students should read the current Schedule of Classes to determine registration dates and procedures and check the website for registration updates. Students should also visit an advisor during non-registration periods to have plenty of time to discuss academic progress and map out an education plan. With this information, students can register online when the web is open to avoid standing in long lines.

Check Student Registration Status: The student will need a USER ID and PIN to access the secure Web site to check records and register online.

To check registration status: www.brevardcc.edu
Click ➤ TITAN PORTAL/BANNER WEB • Login to the secure area
Click ➤ STUDENT SERVICES & FINANCIAL AID,
Click ➤ REGISTRATION,
Click ➤ CHECK STUDENT REGISTRATION STATUS.

Prior to registering, student must:
1. Have no Registration Holds;
2. Have been admitted as a student to the college;
3. Be an active student. If student has not attended BCC in two or more years, records are inactivated and student must submit a Readmit Application.

Students who are required to take college preparatory courses or have registration holds must register in person.

Students can download the Registration Add/Drop form to use as a worksheet for student self-registration process, or bring it to the campus Admissions and Records Office for assistance in registering.

Students who are receiving financial aid or veterans benefits must report to the Financial Aid or VA office after registering to ensure fees are paid.

Assisted registration:
• An advisor can provide guidance in selecting courses and registering students for courses.
• Students who know which courses to take may register in the Admissions and Records office.
• Staff members of special programs such as Office for Students with Disabilities and Student Support Services can assist in course selection and registration.

Note: Students must come in person to one of the above offices for assisted registration.

Self-Registration:
• Students can register through TITAN PORTAL/BANNER WEB at: www.brevardcc.edu
Click ➤ TITAN PORTAL/BANNER WEB
Login to the secure area
Click ➤ STUDENT SERVICES & FINANCIAL AID

Registration Holds
Students’ records may have a hold that prevents them from registering for classes. Typical reasons for a hold include outstanding debt, incomplete admission record, lack of preparatory course completion, or missing placement test results.

Student ID Numbers
All students are issued a 9 digit identification number upon admission to the college. This number must be used to access all online records and to register for classes online. Your ID will not be released via e-mail or phone. You must request your number in person or download and fax or mail the form Permission to Release Student ID Number from the BCC website.

Student Photo ID Card
Students must obtain a Photo Identification Card at the campus library. The card is designed to be carried in your wallet, and also serves as the student’s library card. There is no charge for the card. However, replacements for lost cards are $10. To obtain a Student Photo ID Card, take a copy of your class registration, along with a photo ID, to the campus library. You must make sure that the name and address on the registration and photo ID are the same.
Auditing a Class
Students who have been admitted to BCC and who wish to take courses without receiving credit may request to audit a course. The following guidelines apply:
- Student must be a high school graduate.
- Students must make the choice to audit when they register for the class, and must submit a “Request to Audit” form to the Admissions and Records Office.
- Student may change from audit to credit or credit to audit only during the add/drop period.
- Fees for audited courses are the same as graded courses.
- Students should confirm their audit status with the instructor at the first class meeting.
- Courses taken on an audit basis will not be counted when calculating eligibility for Veterans benefits, financial assistance or certification of enrollment by outside agencies.
- Students auditing classes must meet all course prerequisites including appropriate test scores.
- Students may not audit college preparatory courses, per SBE Rule 6A-14.0301. Other limited-access courses also may not be available for audit.
- Student will receive a grade of “AU” for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits.
- Audited courses do not count as “attempts” toward full-cost tuition.
- Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.

Dropping a Class
If a student must drop a class, the same methods as registration can be used, and must be done by the established Last Date to Drop a Class. See the Schedule of Classes for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student’s transcript. After the Drop deadline, a student must withdraw from the class following required procedures and will not receive a refund.

Payment of Fees
Fees will be assessed to the student upon registration for classes. The student’s portion of fees must be paid by the deadline established in the Schedule of Classes. Students may be dropped from course(s) for non-payment of fees. However, students are responsible for dropping classes they do not plan to take. All fees must be received by the dates and times noted or the student may be dropped from classes and assessed a $30 re-registration fee when registering during late add/drop.

Student’s original schedule of classes is not guaranteed at the time of re-registration. Fees can be paid at any campus cashier’s office, through the mail, or through the BCC website:

www.brevardcc.edu • Click ➤ TITAN PORTAL/BANNER WEB

Online Services for Students
www.brevardcc.edu
Brevard Community College provides a full range of Web-based services for prospective and enrolled students, including the full text of the college catalog. Students can apply for admission and financial aid online, and may register for classes online. Once a student is admitted to the college and has his student ID, he may access our secure website, TITAN PORTAL/BANNER WEB. In addition, students can review their financial accounts and academic records and may update their addresses. Information concerning services to students with disabilities, library services, career information, scholarship search, activities, campus security, and online courses is also available over the Web.

www.FACTS.org
FACTS.org is Florida’s official college advising website through which students can access information and perform interactive functions that help them with career and educational planning. Features include information on over 75 Florida schools; Bright Futures scholarship information; admission applications; degree program offerings; college catalogs; financial aid applications; degree audits; academic transcripts; college transfer tools; academic reference materials; and more.

Student E-Mail
Prior to the first day of classes, usually 24 hours after class registration, students will be assigned a free e-mail account, called IMail. BCC administration has designated IMail as the official means of communication for college business, including course work. Students are responsible for checking all the e-mail sent to his IMail address and for properly maintaining his account. **Student must be registered for classes to have an IMail account. See page 14 under IMail: Student E-Mail accounts for more information.**

To locate your IMail account address, go to www.brevardcc.edu, Click ➤ TITAN PORTAL/BANNER WEB, Login to secure area, Click ➤ PERSONAL INFORMATION then ➤ VIEW e-mail ADDRESS.
Enrollment Terminology
BCC offers college and vocational credit courses as well as preparatory courses. Students attend full-time or part-time for a specific semester.

College Credit (CC)
Courses that typically lead to an associate in arts, associate in applied science or associate in science degree and may transfer to other regionally accredited institutions.

Vocational Credit (VC)
Courses that typically lead to a certificate of completion and often do not transfer to other postsecondary institutions.

Preparatory Courses
Designed to help students achieve a specific skill level. Credits earned in prep courses will not transfer.

Semester Hours
Also called credit hours. The number of credits assigned to a specific course. One semester hour equals one hour of classroom work.

Enrollment Certification
Brevard Community College certifies student enrollment per semester after the add/drop period, using the following guidelines:

<table>
<thead>
<tr>
<th>FT (full time)</th>
<th>QT (3/4 time)</th>
<th>HT (half time)</th>
<th>LT (less than half time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 credit hours</td>
<td>9 credit hours</td>
<td>6 credit hours</td>
<td>Under 6 credit hours</td>
</tr>
</tbody>
</table>

Current term enrollment will not be certified until after the add/drop period. Courses that are dropped, withdrawn, audited or non-credit classes do not count in credit hours toward enrollment verification.

Requests for enrollment verification must be submitted in writing to the campus Admissions and Records office. If student has an Enrollment Verification hold, the request will not be processed.

Visit the BCC website at www.brevardcc.edu, Click ➤ TITAN PORTAL/BANNER WEB ➤ Personal Information ➤ View and Update Address(es) and Phone Number

Photography Policy
Please be advised that your photo may be taken and used in materials (including BCC’s website) promoting the college. If you do not want your photograph used, please contact Community Relations and Marketing Department at (321) 433-7090.

Change to Student Records
Students may request a change to their record in writing or by presenting photo identification if requesting the change in person. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Students who receive financial aid should check with that office prior to changing their major.
Grading Policies

BCC uses a 4.00 grading scale. Students are awarded letter grades for course work attempted.

Used in GPA computation are:

A Excellent ............................. 4 points
B Good ..................................... 3 points
C Satisfactory............................ 2 points
D* Poor .................................... 1 point
F Failure.................................... 0 points

*A “D” grade earned in English, math, humanities, or social or behavioral science course work will not satisfy general education requirements for the A.A. and some A.S. degree programs and will be counted only as elective credit.

Not used in GPA computation are:

AU ............................................ Audit
I .................................................. Incomplete
N ................................................ Progressed but did not achieve course objectives – student must re-enroll
S .................................................. Satisfactory
U ................................................ Unsatisfactory
W ................................................ Withdrawal
W6 .................. Withdrawal, called to active military duty

The following letter grades have special requirements:

AU: Awarded to a student who enrolls in a credit class for enrichment but not for credit and requests the audit status in writing. Student must pay the regular fees and meet appropriate course prerequisites. No credit is earned. To change enrollment from credit to audit or audit to credit, a student must contact the Admissions and Records Office before the established deadline. Vocational and college preparatory courses may not be audited.

Note: Financial Aid and Veteran students will not receive benefits for audit classes.

I: At the instructor's discretion, a grade of I-Incomplete may be given when a student is unable to complete the required coursework because of clearly documented extenuating circumstances and if the student has demonstrated through successful completion of a significant portion of the course requirement that he or she has a reasonable chance of making a passing grade. An outline of the work that must be completed, including an estimate of the student's grade standing for work already completed during the term, is prepared by the instructor and filed with the department chair as well as with the student concerned.

- Coursework for the removal of the “I” must be completed prior to the last class day in the next major term immediately following the initial course attempt.
- Instructor will submit a Grade Change form through appropriate channels prior to the last class day of the next major term to have the grade changed.
- The “I” grade will convert to an “F” on the permanent record if not removed by the last class day of the next major term.
- Instructor may not submit a Grade Change form to change the converted “F” after the deadline for the completion of coursework.
- Students completing coursework to remove the “I” must do so outside the regular classroom setting.
- Student must not re-enroll in a course in which he/she has an outstanding grade of “I.” Once the “I” has changed to an “F” the student MUST re-enroll in the course and use the grade forgiveness procedure.
- Students with an outstanding grade of “I” will not be permitted to enroll in the subsequent course until the appropriate grade is achieved and posted.
- Students receiving financial aid must complete coursework to have the “I” grade changed in accordance with financial aid standards which is within three weeks of the beginning of the following term.
- A grade of “I” cannot be assigned to a course if the student does not meet the attendance requirements of the course; drops or withdraws from the course.
- An “I” received in the term of graduation will be calculated as an “F” for purposes of computing the student’s GPA for graduation.
  - Students who receive an “I” grade in the term they apply to graduate have three weeks from the beginning of the next term to have the grade changed to be able to graduate in that term. After that time, student must reapply for graduation and pay the reapplication fee in the term they complete the work.
- Students with an outstanding grade of “I” will not be permitted to enroll in the subsequent course until the appropriate grade is achieved and posted.

N: “N” grades are awarded only in college preparatory courses when student has made satisfactory progress on work attempted but has not achieved all course objectives. To pass the class, re-enrollment is required.

W: Assigned if a student officially withdraws by the established deadline in the Schedule of Classes or the college administratively withdraws the student for reasons such as non-compliance of rules or extenuating circumstances.

See Maximum Attempts Per Course and Withdrawal, page 30.
Grade Point Average (GPA) Computation
Each letter grade has a point value. To determine your grade point average (GPA), multiply the number of points for each grade earned times the number of the course’s credits. A “B” (three points) in a three-credit course is worth nine points. An “A” (four points) in the same three-credit course is worth 12 points.

Add the total grade-point values for all courses and divide by the total number of attempted credit hours.

GPA EXAMPLE:
ENC 1101 3 cr. Grade A (4 points) = 12
CGS 2100 3 cr. Grade C (2 points) = 6
HUM 2210 3 cr. Grade F (0 points) = 0
PEM 1131 1 cr. Grade B (3 points) = 3
TOTAL CREDITS = 10    TOTAL POINTS = 21
Divide 21 points by 10 credits = 2.10 term GPA.
A cumulative GPA of 2.0 or higher is required to receive a degree at BCC.

Scholastic Achievement
Based on the term grade point average, BCC recognizes students with high academic achievement during the fall and spring terms only.

Dean’s List: (fall and spring) lists all students who have earned six or more credits during the term with a grade point average of 3.25 - 3.74.

Honors List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 3.75 - 3.99.

President’s List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 4.00.

Note: An “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list during that term.

Citizen Scholar
A graduate with at least a 3.0 cumulative grade point average; 300 or more community service hours; and completes requisite service-learning course work.

Grades
BCC does not mail grades to students. Students who have no holds on their records may view their grades online beginning the day after the deadline date for faculty final grade input.

Follow these steps:
• Go to the BCC webpage at www.brevardcc.edu
• Click ➤ Student Services
• Click ➤ Login to Secure Area
• Enter User ID and 6 digit PIN; click ➤ Login
• Click ➤ Student Services and Financial Aid
• Click ➤ Student Records
• Click ➤ Final Grades

Grade Changes
All grade changes must be initiated by the instructor and approved by the appropriate department chair and provost. If the instructor is no longer a member of the faculty, the department chair may initiate the grade change. Changes must be submitted on a Grade Change form.

• Grade changes are processed on the campus where the course was taken.
• An instructor’s change of grade for a course taught in the fall term should be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or any of the summer sessions should be completed before the end of the following fall term.
• Grade changes or alterations to the student’s academic record cannot be made after a student has graduated.
• Students who do not agree with an instructor’s final grade decision must file an academic appeal through the campus dean of student services.
  – Preliminary Action: If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the faculty member in an attempt to settle the disputed grade and avoid the formal appeal process.
  – Each faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus.

Graduation
Students who are ready to graduate must submit an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application form must be completed and signed by the student and a student advisor, who will verify that the student has completed all degree requirements. Degrees are not conferred until all grades have been posted and a final verification of the student’s record is completed by the Registrar’s Office.

The college holds two commencement ceremonies for graduating students: a spring ceremony in May and a summer/fall ceremony in December. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded, and those students are invited to “walk” in the summer/fall ceremony.

Students who do not meet the requirements to graduate in the term they apply must submit a new Intent to Graduate Application and $20 re-application fee when they satisfy the requirements. BCC reserves the right to
certify a student as a completer once he or she has met all requirements for a degree or certificate, whether or not they applied for graduation. Those students will be notified by letter of their options, and they will not be issued a diploma until they apply and pay the $20 graduation fee.

**Graduation Fees**
A graduation fee of $20 per degree must accompany the application. The application deadline date is published each term in the Schedule of Classes and is in the Academic Calendar and on the BCC website.

**Late Fee**
A late fee of $20 will be assessed for applications submitted after the deadline. There is no guarantee the student’s name will appear in the printed commencement program if the application is submitted late.

**Re-Application Fee**
Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application and pay another $20 graduation processing fee in the term they complete their requirements.

**Duplicate or Replacement Diploma**
A duplicate diploma may be requested at the time of initial application at the cost of $20 per diploma.
A replacement diploma can be printed at the cost of $20 per diploma.

**NOTE:** Duplicate and replacement diplomas may contain verbiage indicating that they are not originals.

**Financial Obligations**
BCC will not release the diploma or official transcripts to students who have any outstanding financial obligations to the college.

**Graduation with Honors**
A student completing degree or certificate requirements with a cumulative grade point average of 3.50 or higher will graduate with honors.

**Graduation with Multiple Degrees**
Students may earn more than one degree or certificate from BCC. Students may earn only one associate in arts degree in the state of Florida. However, they may earn unlimited associate in science or associate in applied science degrees upon completion of all degree requirements. Students who have an A.A.S. degree may receive an A.S. degree in the same area upon completion of additional coursework. Students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

While some associate in science degrees have multiple options, students may receive the respective degree only once. The transcript and diploma will be posted with the degree name, not the option.

**Incomplete Grades**
See page 27 for information about grades of “I” received in the term of graduation.

**Governing Catalog**
The governing catalog is the BCC catalog in effect at the time of the student’s initial enrollment in credit courses at BCC. Students will follow the policies and graduation requirements in the governing catalog except when changed by law or by the Board of Trustees, providing student has continuous enrollment in accordance with the following guidelines.

- Continuous enrollment is defined as enrollment in at least one credit course in both the fall and spring terms each academic year.
- A BCC catalog is valid for five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements providing he/she has continuous enrollment and the catalog is not more than 5 years old.
- If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the graduation requirements of the current catalog.
- If a student has a break in enrollment, he/she must follow the catalog in effect at the time he/she re-enrolls in credit courses.
- The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.

The official version of the catalog is the online version on the BCC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog.

The official version of the catalog is the online version on the BCC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog.
Course Waiver/Substitution
Upon recommendation of the appropriate department chair and approval from the provost, under extenuating circumstances a course may be waived or substituted for graduation purposes. A Petition for Course Waiver or Petition for Course Substitution form must be filed with the campus Admissions and Records Office for the waiver or substitution to be processed. Courses are waived or substituted for specific degrees only.

A course that is waived or substituted does not appear on the student’s transcript. Course waivers or substitutions are applied to a specific degree or program only and requests must be completed for each degree.

Maximum Attempts Per Course
Students may withdraw without academic penalty from any course by the established deadline as follows:

1. A student may have only three attempts per course including the original grade, repeat grades and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average. Students will be required to pay 100% of the direct instructional cost beginning with the third attempt. Students who want to pursue an appeal should consult an advisor.

2. Courses taken at institutions other than BCC will not be counted in determining repeat charges.

3. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.

4. A course can be counted only once toward meeting graduation requirements, except where permitted by a course description.

5. Attempts “counted” begin with courses taken fall of 1997.

6. A fourth attempt may be allowed only with approval of the dean of student services, based upon an academic appeals process which requires documenting serious extenuating circumstances.

Note for A.A. degree students: Some senior institutions count all hours attempted and all quality points earned.

Note for VA students: VA benefits may be received for repeat courses assigned a “D” grade, if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).

Withdrawal From A Course
State Board Rule 6A-14.0301
Students who withdraw from a course will receive a grade of W on their transcript. A Course Withdrawal Form must be submitted to the Admissions and Records office by the published withdrawal deadline. The dates are published in the Schedule of Classes each term. There is no refund for withdrawals.

Students may not withdraw from a course taken for the third time; they must receive a grade for the third attempt.

Students considering withdrawing from any course are strongly encouraged to speak with a student advisor and Financial Aid to discuss any impact that a withdrawal may have financially or academically.

Exceptions to these guidelines and exemptions from full-cost tuition must be petitioned through the campus Dean of Student Services.

This rule went into effect in the fall of 1997.

It is the student’s responsibility to complete and submit a Course Withdrawal Form to initiate the withdrawal process. Students who withdraw from a course are still responsible for tuition and fees for the course.

Grade Forgiveness Policy
State Board Rule 6A.14.0301
A course in which a grade of “D” or “F” has been earned can be repeated a maximum of two times for grade forgiveness purposes. The original grade will always appear on the transcript. A course in which a satisfactory grade of “A,” “B,” or “C” has been earned may not be repeated for grade forgiveness or GPA purposes. No course may be repeated for grade forgiveness purposes after graduation.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). The most recent grade is included in the computation of the cumulative grade point average. Through the academic appeals process, students with extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services.

This policy went into effect in the fall of 1997. Courses taken prior to that term may be forgiven and do not count in the maximum total attempts.

Note: It is the student’s responsibility to notify the Admissions Office that a course was repeated for grade forgiveness purposes.

Early Alert
“Early Alert” is a mid-term warning letter generated by faculty during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).
Attendance Policy

Class attendance is required beginning with the first class meeting. Regular class attendance is expected. “Excessive Absences” is defined as being absent more than 15% of class meetings. However, faculty members can establish more rigorous attendance standards for their individual classes. Instructors will inform students in writing of their grading and attendance policy at the beginning of the term. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. However, students receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded.

The instructor may submit a request to withdraw a student for excessive absences in his or her class. After the last date to withdraw, the instructor should assign the grade of “F” to those students who exceed the established attendance standards for the class.

Transcripts

Current students can obtain unofficial transcripts at no charge via the website www.FACTS.org.

To obtain an official transcript, you must submit a request in writing. Include your signature, the date, and the $5 transcript fee. There is an official BCC Transcript Request form available online www.brevardcc.edu or at any Admissions and Records office. If for any reason the official form is not available, your written request must include the following information to be processed:

- Name, including all previous names
- Address and daytime telephone number
- Student ID or social security number
- Date of birth
- Approximate dates of attendance at BCC
- Date of request and date needed
- Complete name and address of recipient(s)
- Number of copies
- Any special instructions, e.g., hold for end-of-term grades or degree
- Attach any forms that need to be included
- Your signature
- $5 per transcript fee

Important Facts

- Official transcripts will not be provided “on demand.”
- Email requests can not be honored.
- Students with active transcript HOLDS can not receive an official transcript until the obligations are met and the holds are removed.
- Please allow two weeks for processing the transcript for mailing or student pickup.

Credit By Examination

Students may earn a maximum of 45 credits through the following Credit By Examination mechanisms. Duplicate credit cannot be awarded. Credit is awarded in accordance with guidelines established by the statewide Articulation Coordinating Committee.

College Level Examination Program (CLEP)

Students can earn college credits through this national examination program. The maximum that can be earned through the CLEP examination program is 45 credit hours. Courses earned through CLEP will be recorded with an “S” grade. No duplicate credit may be earned. A listing of the CLEP subject exams and their course equivalents as well as additional information and applications are available in the Student Services Office on each campus.

Advanced Placement

Credit toward a BCC degree is offered to those high school students who earn advanced placement test scores of 3 or higher. The amount of credit awarded depends on the score received. Credit will be recorded in the same manner as CLEP.
Institutional Course Challenge Exam
Eligible students may earn credit in vocational and college credit courses through successful completion of an Institutional Course Challenge Exam. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses only. This examination is not available for credit in courses for which CLEP or other standardized examination is available or that have been identified as “no acceleration mechanism available” by BCC. The challenge exam is not available for college preparatory courses.

To be eligible to take a course challenge exam, the student must:
1. Be currently registered and in good academic standing at BCC
2. Be currently enrolled in the program for which the course is required
3. Have satisfied the program residency requirement of 25% of courses taken at BCC for the applicable program
4. Be otherwise eligible for enrollment in the course, e.g. has met placement and prerequisite standards and be within the allowable number of course attempts
5. Not be currently registered in the course
6. Not previously have received a grade in the course
7. Not have been enrolled in the course for at least one full term prior to the request term
8. Not previously attempted to take the course

Procedure:
1. Student must contact the appropriate department chair to arrange to take the exam.
2. Student must complete the Credit by Exam form. Attach an unofficial copy of his/her current transcript, obtain the appropriate approvals, and pay a $50 exam fee.
3. The department chair will arrange for the student to take the exam.

If the student passes the exam with a grade of “A,” “B” or “C,” he/she will receive full credit for the course with the grade posted on the permanent record. If the student does not achieve a satisfactory grade of “C” or higher on the exam, no grade will be recorded. Student may not attempt the exam a second time.

Credits earned through institutional course challenge exams do not apply toward the 25% program residency requirement for BCC degrees and certificates.

Dantes Exams
The Defense Activity for Nontraditional Education Support (DANTES) program is a test conducted by the Educational Testing Service (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses and in calculated credit hours. No duplicate credit can be earned, nor will ETS assign grades to credits earned. Additional information about DANTES exams can be obtained from the Dean of Student Services.

International Baccalaureate (IB) Program
The IB program is an advanced level 2-year curriculum for high school students offered at select high schools. BCC will award IB diploma students up to 30 semester hours of college credit based upon IB exam scores. Students must request that official IB exam scores and high school transcripts be sent to BCC for evaluation and the awarding of credit per State Board Rule 6A - 10.024(8). For specific information, call (321) 433-7273.

Assessment of Prior Learning
Credit for Prior Military Training/ Educational Experience
BCC recognizes and uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the Community College of the Air Force, when applicable to a servicemember’s program. Credits granted for all tests and/or service schools shall be limited to one-half the total number of semester hours needed for the certificate or degree from Brevard Community College.

Credit for Correspondence Courses
Transfer credit may be granted for coursework completed through correspondence at a regionally accredited institution.

Credit for Experiential Learning
BCC has adopted the (CAEL) Credit for Adult Experiential Learning process for recognition of prior learning. Students with sufficient learning experience can be recognized through CAEL by documenting their learning activities and receiving college credit. Up to 25% of college credit can be granted for a degree or certificate for specific BCC courses. Credit is awarded on a course-by-course basis only. The recorded grade of the courses will be an “S” and will not affect the GPA of the students. The CAEL course (SLS 1371) is graded and the grade earned will be calculated in the GPA. For more information, call (321) 433-5515.

Credit for Certified Professional Secretary Exam
Official certification of CPS exam results must be submitted to the Collegewide Admissions and Records Office. The student must complete three semester hours within the Associate in Science Degree in the Office Systems Technology before credit for the CPS exam will be officially recognized. A minimum of 25% of semester
hours of degree requirements must be earned at Brevard Community College. Credit for the CPS exam will be recorded on the student's record in the same manner as CLEP.

Credit for Medical Laboratory Technology
Credit for competencies demonstrated by credentials that are not described in semester credit hours can be awarded upon fulfillment of all the other requirements for the associate degree in Medical Laboratory Technology. Applicants must first attain a "C" average in the general education requirements for the A.S. degree. This plan enables accredited vocational school MLT certificate graduates or practicing medical laboratory technicians who hold a Florida HRS license or a national certificate to acquire an Associate in Science Degree in Medical Laboratory Technology from BCC. Additional information and application forms can be obtained from the Health Sciences Campus.

Advance Standing Credit / Tech Prep Credit
Agreements between Brevard Community College and the School Board of Brevard County enable students enrolled in a limited number of certificate and technical degree programs to receive postsecondary credit for completed specific program-related secondary courses while in high school. To have advanced standing credit placed on their permanent college record, students must have:

1. Earned at least a grade of B in the designated career and technical high school courses
2. Graduated from high school
3. Completed 12 credits at BCC with a 2.0 GPA in the program for which the advance standing credit is to be awarded or meet requirements specified in the advance standing agreement

Students must petition the college Registrar within three years of high school graduation to have advanced standing credit placed on their college record. The recorded grade will be an “S” and will not affect the GPA of the students.

Family Educational Rights & Privacy Act
Notification of Rights under FERPA for Postsecondary Institutions
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ACADEMIC POLICIES—33
**Student Directory Information**

FERPA requires each institution to determine directory information that may be released without the student’s consent, unless the student has specifically requested that some or all of the information not be released. BCC has identified the following as directory information:

- Student name*
- Student street address*
- Date of birth*
- E-mail address*
- Phone number*
- Photo ID picture*
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Most recent educational institution attended

*Important Directory Information Note:

Although BCC has designated student name, street and e-mail addresses, phone number, and photographs as directory information, these will appear only in BCC-generated information such as the commencement ceremony programs, BCC publications, student IDs, and news releases of awards. E-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students’ names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

**Student Right To Privacy**

The college respects students’ personal information, and guards information carefully. The student’s social security number is not used as a student’s primary identifier (although it is collected); an institutional Student ID number is assigned for student use to access records and receive services. A student who chooses to withhold directory information must submit a written request to the campus Admissions and Records Office.

**What Does This Mean?**

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student’s information.
**Accelerated Education Programs**

**For High School Students**
Several accelerated education options are available that enable qualified high school students to begin their college education early. Options include Dual Enrollment, Early Admission and Credit in Escrow.

In accordance with Florida law, Brevard Community College does not assess fees, including tuition, to dual enrollment and early admission students. Students taking courses through credit in escrow pay all fees and tuition.

Students interested in an accelerated education program should first consult with their high school counselor to determine eligibility.

**Public School and Private School Students:** To qualify for program acceleration through Early Admission, Dual Enrollment or Credit in Escrow students must meet grade level, GPA and other program requirements and course prerequisites. In addition students must submit:

1. BCC Application for Admission (first-time students)
2. Test scores on one of the designated placement tests if enrolling in college credit classes (first-time students)
3. Completed Accelerated Education Application (each term of enrollment)

The school of attendance for private school students must meet requirements of F.S. 1002.42 and F. S. 1003.43 and have an articulation agreement on file with the College in order for students to qualify for Dual Enrollment, Early Admission or Credit in Escrow.

**Home-school Students:** Home-school students must be in compliance with applicable Florida laws. Along with meeting testing and GPA requirements, they must submit the following documents:

1. BCC Application for Admission (first-time students)
2. Copy of letter of intent to home school submitted to the School Board of Brevard County, or the verification letter to the parent from the School Board of Brevard County
3. BCC Accelerated Programs Application for Home-School Students (each term of enrollment)
4. Transcript or equivalent showing progress toward home education program completion (each term)

**Dual Enrollment**
The Dual Enrollment Program enables qualified public, private and home-school students in the 10th, 11th, or 12th grades to enroll in academic and career and technical courses offered by BCC. The credits students earn count toward both a high school diploma and a college degree or vocational certificate.

The Brevard County School Board loans textbooks to public school students. Private and home education students are responsible for acquiring textbooks.

In addition to submitting required documents, candidates must meet course prerequisites and the minimum cumulative unweighted GPA requirement for the selected program:

- 3.00 for an Associate in Arts degree
- 2.50 for an Associate in Science degree or College Credit Certificate
- 2.00 for a Vocational Certificate

**Early Admission**
Early Admission is a form of dual enrollment. Qualified Brevard County high school students (public, private and home-education) who have completed their junior year may enroll at BCC instead of enrolling at their high school in the fall term of their senior year.

The Brevard County School Board loans textbooks to public school students. Private and home education students are responsible for acquiring textbooks.

Students accepted for Early Admission must register for at least 12 credit hours each term and earn sufficient credits at the college to meet high school graduation requirements. The credits that early admission students earn count toward both a high school diploma and a college degree or vocational certificate.

Students who complete sufficient semester hours with at least a 2.0 cumulative GPA may be awarded a high school diploma by the high school from which they transferred.

Students whose GPA falls below a 2.00 may be withdrawn from the program for academic reasons and returned to their high school program.

In addition to submitting required applications and high school transcripts, early admission candidates must present college-level scores on all sections of a state approved placement test, and meet the minimum state cumulative unweighted GPA requirement of 3.0.

**Credit in Escrow**
High school students who have completed their freshman year (9th grade) with a minimum unweighted GPA of 2.00 may enroll part-time at BCC. A student may enroll for a maximum of 11 hours during the fall or spring semester or 6 hours during each summer term.

Students who participate in Credit in Escrow option must pay admission fees and tuition, and must furnish their own textbooks and supplies. Credit earned at BCC will be held in escrow until the student graduates from high school and does not count toward high school graduation requirements.

**Advance Standing Credit/Tech Prep Credit**
High school students taking selected career and technical programs in high school may be eligible for advance standing credit toward BCC technical programs. For additional information, see page 33 and contact your high school guidance counselor.
The Brevard Community College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning.

**Honors Program Benefits**
As a part of the Honors Programs, students enjoy a number of benefits:

- Small classes
- Environment promoting scholarly research as well as independent and critical thinking
- Priority registration
- Honors Study/Resource Center (Melbourne Campus)
- Special library privileges
- Recognition at graduation

**Admissions Requirements**
To qualify for admission to the Honors Program, students must obtain an application from a student advisor on any campus or directly from the Honors Program Director and meet one of the following requirements:

- Have a high school GPA of 3.5 or above (unweighted)
- Be in the top 10% of high school graduating class
- Have an SAT combined score of 1100 or above, or have an ACT composite score of 26 or above
- Have a CPT or FELPT score of 100 or above on Sentence Skills and 97 or above in Reading
- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at BCC; no more than 6 credit hours transferred from another accredited postsecondary school will be considered).
- Have successfully completed Advanced Placement examinations in high school

Additionally, students must be recommended for admission by a high school teacher or guidance counselor, or by a BCC advisor or faculty member (or faculty from another college, in the case of transfer students).

**Program Options**
Students may participate in the Honors Program as an Honors Student (seeking an Honors Diploma) or as an Honors Affiliate (simply seeking access to the Honors classes and program benefits). Both levels require that students meet the aforementioned qualifications for admission to the program.

**Honors Students** have the goal of completing a minimum of 18 credit hours of Honors classes while maintaining an overall GPA of at least 3.5 to receive an Honors Diploma.

**Honors Affiliates** do not intend to complete 18 credit hours of courses, but would simply like the opportunity to take Honors classes. Admission requirements are the same, but Honors Affiliates are not required to complete 18 hours of Honors courses, perform the 20 hours of service, or take the leadership course. Transcripts, of course, will note the Honors classes. Maintenance of a 3.5 GPA is required.

**Honors Diploma Graduation Requirements**
- 3.5 or higher GPA
- 18 credit hours in Honors courses
- 20 hours of community service (through the Center for Service Learning)
- Enrollment in at least one Honors course each semester
- Successful completion of the Phi Theta Kappa sponsored Leadership course, SLS 2261.

**Phi Theta Kappa**
Phi Theta Kappa’s mission is to both recognize and encourage the academic achievement of two-year college students and also provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship projects. To be eligible for membership, students must complete 12 or more college credits with a cumulative grade-point average of 3.5 or higher. Each of the four geographic campuses has a chapter of Phi Theta Kappa.

**Honors BCC/UCF 2+2 Program at Cocoa**
Students interested in completing their baccalaureate degree with UCF “University Honors” distinction may now do so through an agreement BCC has with the Burnett Honors College.

Upon completion of the AA degree and admission into UCF’s Burnett Honors College, BCC students can transfer to University Honors at UCF when they submit the following information to the Burnett Honors College:

- A completed University Honors Application
- A transcript showing
  - 18 credit hours of Honors course work
  - 3.5 overall GPA
- A copy of the student’s BCC Honors diploma

Honors AA students who are admitted to University Honors under the articulation agreement are responsible for completing the University Honors upper division requirements as described under Program Requirements in the UCF catalogue. All lower division requirements must be met by the articulation agreement.
Mission and Goal Statement
Brevard Community College, by virtue of its institutional purpose and mission, has a responsibility to provide appropriate student services based upon the individual needs of all students. Lead by the Vice President, Student Services and the Campus Deans of Student Services and other Student Services support staff, the BCC Student Services Division is charged with meeting those student needs not traditionally associated with classroom activity. Specifically, the Mission of the Student Services Division is to provide assistance with academic assessment, advisement, course placement, class registration, class scheduling, career planning, referrals to external agencies for support services, and development of student leadership and social skills. As an integral part of the “learning-centered college,” Student Services strives to increase students’ social and academic integration, students’ development of education and career plans, and students’ acquisition of study and life skills.

Student Ombudsman (Advocates)
On each BCC campus the Dean of Student Services serves as the ombudsman to assist students with problems involving the delivery or receipt of student services.

Academic Advising
Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for support services, and development of student leadership and social skills. As an integral part of the “learning-centered college,” Student Services strives to increase students’ social and academic integration, students’ development of education and career plans, and students’ acquisition of study and life skills.

UCF Consortium Students
A partnership has been established with the University of Central Florida which guarantees admission to UCF if you graduate from BCC with your A.A. degree. Students are strongly encouraged to declare a major within your first 24 credit hours at BCC if you plan to transfer to UCF. See your advisor for more information.

Learning Labs
The Learning Lab is a comprehensive resource center which provides academic support to students. There is a learning lab located on each campus. Services available include:
- Computer-assisted instruction (reading, writing, mathematics)
- Vocational preparatory instruction (VPI) – remedial instruction and exit testing for some certificate seeking students
- Tutoring
- Testing services – college credit and vocational placement testing at Palm Bay and Titusville locations, (initial placement testing at Cocoa and Melbourne is located in the campus test centers), instructor make-up exams and Virtual Campus
- Secure test administration and proctoring services for those students who are distance learning students

Phone numbers and locations for each campus Lab:
Titusville (321) 433-5034, Bldg. 1, Room 115
Cocoa (321) 433-7330, Bldg. 12, Room 308
Melbourne (321) 433-5520, Bldg. 2, Room 103
Palm Bay (321) 433-5251, Bldg. 1, Rooms 227, 228, 229 and 234
Foreign Language Labs
The Foreign Language Labs located on each campus are foreign language and culture resource centers. They provide academic support to students of foreign languages and American Sign Language while the students earn one-hour credit of their total four-hour credit requirement in the target language. At each Foreign Language Lab, students can achieve the following:

• Tailor the use of what they learn in class to their individual needs
• Incorporate the new language into their communication skills
• Use audio and videotapes, computer software, classical and modern literature to study other cultures and their languages
• Launch into a world of language
• Find readings on current events to challenge them to create solutions to problems and inequities of cultural diversities.

Campus Safety
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Brevard Community College makes every effort to ensure the health and safety of its students, faculty, and staff on campus. This Federal act requires BCC to report all campus crime statistics. The following crime statistics indicate collegewide criminal activity that was reported to the BCC Security Department:

BCC Crime Statistics 2004
Murder/Non-negligent manslaughter 0
Forcible sex offenses (including forcible rape) 0
Nonforcible sex offenses 0
Robbery 2 (Cocoa)
Aggravated assault 1 (Cocoa)
Burglary 9 (Titusville)
Motor vehicle theft 0
Arson 0
Negligent manslaughter 0

Campus Security
The BCC Security Department operates 24 hours a day, 7 days a week, including holidays. The campus Security office can be reached at the following numbers; however, if there is an injury or extreme emergency – call 911 first, then the campus Security department.

Cocoa Bldg. 26....................433-7086 / 403-5907
Melbourne Bldg. 5 ...............433-5586 / 403-5909
Titusville Bldg. 4..................433-5086 / 403-4200
Palm Bay Bldg. 1...................433-5286 / 403-5911

In the event of an emergency, call 911 immediately.

The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Brevard Community College takes pride in providing safe and secure campuses for its students, faculty, and staff.

Office for Students with Disabilities
After a student self-identifies, Brevard Community College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with Disabilities on their campus. Adaptive furniture, equipment, and devices are available, as well as sign language interpreters, specialized computer software, academic advisement, placement and classroom test administration, the services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals. All services are free and information is kept confidential.

Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and CLAST or TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with Sections 1007.263, 1007.264, and 1007.265 Florida Statutes and State Board of Education, Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact the Office for Students with Disabilities on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172.

Student Support Services
Student Support Services offers academic, career, and financial advisement as well as tutoring, supplemental instruction, and study skills assistance to degree-seeking citizens. To be eligible, you must meet one of the following criteria: be eligible for the Pell Grant; be a first-generation college student (i.e., neither parent nor legal guardian holds a bachelor's degree); and/or have a documented physical/learning disability. Services are provided without cost to those who qualify, and are available by contacting the Student Support Services staff at any of the campuses. For further information, call 433-7349 (Cocoa), 433-5029 (Titusville), 433-5805 (Melbourne), or 433-5268 (Palm Bay); or visit the Student Support Services website at www.brevardcc.edu.

Cooperative Education and Internship
Cooperative Education and Internship are customized programs that allow students to gain work experience directly related to their academic major. Employment may be paid or unpaid, depending upon the type of opportunity. The work experience allows students to apply and test the skills and concepts gained in the
classroom to real-world work settings. Participating students must have and maintain a 2.0 (C) grade point average, have completed at least one semester (15 hours) in the major field, and obtain a faculty sponsor. For additional information, contact the Career Center on any campus.

Career Centers
BCC offers career planning, exploration, and development services to students, alumni, and members of the community through four centers on the Titusville, Cocoa, Melbourne, and Palm Bay campuses.

Each center offers computerized career assessments, books and periodicals for career exploration and development, resume-writing assistance, direct job placement, information on current labor market statistics for fastest-growing and high-demand occupations, opportunities for practical learning experiences through cooperative education internships, and shadowing, job search assistance, interviewing preparation, and much more.

The centers also host annual career fairs offering excellent career and job opportunities to students and the community. Center coordinators are available to speak to groups on and off campus about career planning, exploration, and development, and all of the resources and services available in the centers. For more information contact the centers: Titusville, (321) 433-5098; Cocoa 433-7325; Melbourne, 433-5174; Palm Bay, 433-5248.

Housing
The college does not maintain housing facilities nor does it list recommended housing. College campuses and centers are centrally located throughout Brevard County to provide easy commuting.

Child Care
Students, faculty and staff have access to high-quality child care for their children at the BCC Child Development Centers located on the Titusville, Cocoa, Melbourne and Palm Bay campuses. The centers are designed and equipped to prepare children for entry into kindergarten and offer planned programs in various age groups from two to five years of age. The centers are staffed with professional personnel assisted by student aides allowing an unusually favorable ratio of children to adults. As a training environment for BCC students preparing for careers in the early childhood field, the centers host students and professionals that enrich the child development centers. The centers are self-supported and offer competitive tuition rates for an exceptional program. BCC student/parent scholarships are also available. Parents of children (ages two through five) are invited to visit a center to learn more about the programs or visit www.brevardcc.edu under the individual campus links, or call: Cocoa (321) 433-7623; Melbourne 433-5558; Melbourne Montessori 433-5567; Palm Bay 433-5231.

HIV, AIDS & Other Life-Threatening Diseases
When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life-threatening communicable disease, the student or employee is encouraged to seek assistance from the college. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.

The college conforms to the American College Health Association’s recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include:

“...no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974.”

Although Brevard Community College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, we strongly encourage everyone attending the College to be aware of the symptoms, risk factors, preventative measures and cure for these diseases.

Meningococcal Disease
An acute bacterial disease, characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza, however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2500 to 3000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of 3 to 5 cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons. The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with 1 dose for individuals 2 years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.
Hepatitis B

Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30 to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of 5 rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at 1-5 years, and 6% of persons infected after age 5. Death from chronic liver disease occurs in 15-25% of chronically infected persons – 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3000 die annually from Hepatitis B.

Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:
• you have ever had a life threatening allergic reaction to baker’s yeast (used to make bread),
• you have ever had a severe allergic reaction to previous dose of Hepatitis vaccine or,
• you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).

Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:
• Soreness and/or redness where the shot was administered, lasting a day or two,
• Mild to moderate fever, again lasting a day or two, 
  Severe reaction is extremely rare!

Reference: CDC.

General Recommendations on Immunization:
Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Family Physicians (AAFP)-MMWR February 8, 2002 / 51(RR02);1-36
Visual and Performing Arts
For students who wish to pursue the visual arts, musical, theatrical or dance activities, BCC offers art, choral groups, college bands, orchestra, vocal and instrumental jazz ensembles, theatre and dance classes. Music/Audio technology is also offered. College credit and some scholarships are available in these areas. For more information, please call (321) 433-7385.

Student Government Association
The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact your campus Student Services Office for information on starting or joining a club.

Each BCC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college/campus/community activities. Seated members of the government are elected from the active clubs and special interest organizations on each campus. The freshman and sophomore class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

Clubs and Organizations
Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for our students. To learn more or to join a club or organization, check with the campus student services office.

Academic Freedom
The concept of academic freedom provides students and faculty the right to pursue knowledge, to conduct research, to publish, to seek truth, to probe, to examine, to question, to disagree and to state opinions without fear of condemnation or reprisal.

Academic Responsibility
The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility which properly includes activities both within the classroom and outside the education environment.

As a representative of an educational institution and a person of learning, a faculty member occupies a special place in the community, yet such community status imposes special obligations. Faculty (and other employees of an educational institution) must realize that the public may judge the institution based on their interactions within the college community.

Student Bill of Rights and Responsibilities
Brevard Community College students are both citizens and members of the academic community. As citizens, students may enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

When students attend the college, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the college and are responsible for observing all Board of Trustees’ Policies and Procedures.

Students should consult the Student Handbook for a more detailed description of the Student Code of Conduct and Disciplinary Procedures.

Student Code of Conduct
Violation of the standard stated herein will be considered a disciplinary matter and treated in accordance with procedures of due process and in consideration of the respect of the rights and welfare of all members of the college community.

Standards of conduct for which students are subject to disciplinary action, including suspension or expulsion from BCC, include, but are not limited to, those described below:

- Academic dishonesty
- Unauthorized use of college facilities
- Unauthorized student possession of alcoholic beverages
- Arson
- Assault and/or Battery
- Complicity
- Contracting or endorsing a product in the name of the college
- Damage or destruction of property
- Defamation, threats, and extortion
- Disruption
- Unauthorized children on campus
- Inappropriate dress or appearance
- Violation of the college’s illegal drugs and controlled substances policy
- Misuse of emergency equipment (tampering with fire alarms or emergency devices, etc.)
- Gambling
- Hazing
- Failure to provide proper identification
- Providing false information
- Duplication of keys
- Violation of public law
- Unauthorized distribution or sale of literature or goods
- Unauthorized use of college mail services
- Failure to comply with reasonable request or orders from authorized college officials
- Breach of peace
• Conduct or expression that is lewd, indecent or obscene
• Bringing animals on campus without authorization
• Violation of probationary status
• Falsification of records
• Search and seizure
• Smoking in enclosed facilities
• Theft, unauthorized possession and/or sale of property
• Use of vehicles in unauthorized areas
• Possession of firearms, weapons, fireworks or explosives on campus
• Theft or abuse of computer time
• Failure to pay financial obligations
• Interference with the freedom of movement of any member or guest of the college
• Active threat of violence against any member or guest of the college
• Violations of federal and state law, respective county and city ordinances, and all college and District Board of Trustees rules and regulations

Disciplinary Sanctions
Disciplinary sanctions may be imposed in cases of Student Code of Conduct violations including the following:
1. Expulsion from the college
2. Suspension
3. Temporary suspension
4. Final disciplinary probation
5. Disciplinary probation
6. Disciplinary censure
7. Restitution
8. Restriction or revocation of privileges
9. Other appropriate action

Student Disciplinary Procedures
(Except for Academic Dishonesty Cases)
It should be duly noted that the disciplinary procedures stated herein play a role substantially secondary to counseling, guidance and admonition in the process of promoting good citizenship at Brevard Community College.

1. Alleged violations of the Student Code of Conduct, except academic dishonesty cases, are referred to the Dean of Student Services.
2. Alleged violations are investigated by the Dean of Student Services within two weeks (calendar days) if the college is open. If college is closed, violations will be investigated within two weeks of re-opening.
3. Following an impartial investigation of the alleged violation by the Dean of Student Services or designee, the Dean of Student Services decides upon an appropriate course of action. If, in the judgment of the Dean of Student Services, formal disciplinary action is required, such disciplinary action may be immediately imposed upon approval of the Provost and the Vice President of Student Services. A list of possible disciplinary sanctions appears under the Disciplinary Sanctions heading.
4. If disciplinary sanctions are imposed, the student has the right to appeal this decision and to request that an impartial campus disciplinary hearing be held. This request must be in writing and received in the Dean of Student Services’ office no later than ten days following the student's receipt of written notification of disciplinary sanctions.
5. The Campus Disciplinary Committee will be formed, and the hearing will take place within three weeks (calendar days) if the college is open. If the college is closed, hearing will take place within three weeks of opening. (See procedures in the Student Handbook under Campus Discipline Committee.)
6. If there is a finding of guilt, the committee will inform the student, report findings to the Dean of Student Services, and return the matter to the discretion of the Dean.
7. If there is a finding of innocence, the Campus Discipline Committee will exonerate the student of charges brought against him/her unless substantial new evidence is brought forth. If new evidence is presented, the Dean of Student Services shall review the new evidence and decide whether a new hearing is justified.
8. Final Appeal:
An appeal may be made to the President. The student must make the appeal in writing and submit it to the Vice President of Student Services within five days of receiving the written report stipulating the findings and sanctions. The written appeal must include justification and rationale for the appeal.

The Vice President, Student Services will review and present the case to the President. The President’s decision is final.

Academic Dishonesty Cases
Academic dishonesty includes conduct aimed at making false representation with respect to a student’s academic performance. Examples of academic dishonesty cases are listed below. Actions such as stealing examinations, course materials, or falsifying records will be adjudicated under the regular student disciplinary procedure.
• Cheating
• Plagiarism
• Collaborating with others in work to be presented, if contrary to the stated rules of the course
• Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby any work, classroom performance, examination, or other
activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

BCC subscribes to a web-based plagiarism detection service called Turnitin.com. This service accepts electronically-submitted student papers and cross checks them against billions of online documents for contextual matches. Instructors may use this service if they suspect that a student has plagiarized an assignment.

**Academic Dishonesty Procedure**

1. Violations of Academic Dishonesty Policy are brought to the attention of the student by the instructor.

2. If there is suspicion of wrongdoing without corroborating evidence, the matter is discussed with the student and (if warranted) a verbal warning will be issued.

3. If there is clear evidence that a violation has taken place, a sanction may be imposed by the instructor ranging from a written warning to expulsion from the course with a failing grade.

4. **Final Appeal:** The student may appeal the case to the instructor’s supervisor. If the matter cannot be resolved at that level, the student may request a hearing before the Collegewide Student Appeals Committee. No record will be made of the closed deliberations of the committee. The committee membership will remain anonymous until after the hearing. The committee's recommendation is sent to the President for review and final decision.

The President's decision is final. The student may be permitted to remain enrolled in the course during the appeal process.

**Harassment/Discrimination Policy**

Brevard Community College is committed to provide equal access and equal opportunity in student-admissions, services and programs and in faculty and staff employment and advancement. It is the policy of the college to assure compliance with federal and state regulations prohibiting discrimination. Brevard Community College, in accordance with Federal and State laws as well as college policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability.

**DEFINITION OF HARASSMENT:** Harassment is any repeated or unwelcome verbal or physical abuse which intimidates or causes the recipient discomfort or humiliation or which interferes with the recipient's educational or job performance. Any form of harassment related to an employee's, applicant's, student's, or student applicant's age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability is a violation of this policy.

**DEFINITION OF COMPLAINT:** Complaints consist of disagreements between employees and/or students concerning the following:

- Sexual harassment
- Discrimination

**PROCEDURES FOR FILING A COMPLAINT:** Any employee or student having a complaint concerning sexual harassment may discuss it with the Dean of Student Services, Department Chair, Provost, or the Associate Vice President for Human Resources. Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible. Any employee or student having a complaint concerning harassment or discrimination may discuss it with the Dean of Student Services, Department Chair, Provost, or with the Associate Vice President for Human Resources who will attempt to resolve the differences between the parties involved. Such a discussion should occur within sixty (60) days of the allegation and should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any; the time, place and details of the incident leading to the allegation.

A written statement of the complaint may be necessary for any action to be taken. Confidentiality will be kept to the extent possible to complete the investigation.

Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by the college policy and state and federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

**ACTION:** Once a written complaint has been filed with any of the offices designated to receive a complaint, it will be investigated by the office who received the complaint, the Director of Employee Relations or the Associate Vice President for Human Resources. He/she will forward a recommendation to the President for determination of action to be taken. The President will render a decision and advise the appropriate parties.

**DISCIPLINARY ACTIONS:** Any employee or student of this institution, who is found to have harassed another employee or student, or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension, and or expulsion; within the provisions of applicable current Board rules.
NOTIFICATION: Further information on Equity and/or Harassment is available from Joni Oglesby, Associate Vice President for Human Resources, Building 2, Room 113, Cocoa Campus, (321) 433-7084, or Janet Madden, Director of Employee Relations, Bldg. 2, Room 122, Cocoa Campus, (321) 433-7389.

Student Appeals
Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exception from or difference with College policies should be addressed to the Dean of Student Services. The Collegewide Student Appeals Committee is made up of students, faculty and staff. This committee considers appeals which cannot be resolved through regular channels on the home campus. Appeal forms, as well as additional information on the entire appeals process, are available through the campus Student Services Office.

Appeals Process:
There are two types of student appeals – academic appeals and administrative appeals. Appeals will only be accepted within two years from when students took the course for which he/she is appealing. The process for filing a student appeal is outlined below:

- **Academic Appeals** – Issues with the instructor, classmates, course content and/or delivery, grades, etc. (Begin the appeals process with step 1.)

- **Administrative Appeals** – Issues with admissions, registration, late withdrawals due to extenuating circumstances. (Begin with step 1, skip steps 2 and 3.)

1. Obtain a Student Appeals form from your Campus Student Services Office.
2. Meet with the course instructor and attempt to resolve the issue. Obtain instructor’s signature on Student Appeals form. If the issue is not resolved, proceed to step 3.
3. Meet with the appropriate department chairperson and attempt to resolve the issue. Obtain the department chairperson’s signature on the Student Appeals form. If issue is not resolved, proceed to step 4.
4. Submit the Student Appeals form (with the instructor and department chairperson’s signatures if it is an academic appeal) to the respective Dean of Student Services. The Student Appeals form must be accompanied by full documentation of the circumstances surrounding the issue. If the issue is not resolved, proceed to step 5.
5. If the issue is not resolved by the Dean of Student Services, a student can request that the appeal be forwarded to the respective Provost. If the issue is not resolved, proceed to step 6.
6. If the issue is not resolved by the Provost, a student can request that the appeal be forwarded to the Collegewide Student Appeals Committee. Additional documentation of the circumstances surrounding the appeal may be required. The collegewide student appeals committee submits a recommendation to the President.

**Note:** The decision of the President is final.
Financial Aid

Brevard Community College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Brevard Community College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call a BCC Financial Aid Office or visit the Web site at www.brevardcc.edu/FinancialAid.

What types of financial assistance are available to qualified students?

BCC participates in a variety of federal, state and institutionally funded aid programs. Assistance programs are classified as Grants, Scholarships, Loans, or Employment.

- **Grants** are federally or state funded programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need.

- **Scholarships** are usually awarded to students who demonstrate academic excellence or exceptional talent or skills. Each scholarship has its own criteria, requires a separate application, and does not require repayment.

- **Loans** are financial assistance, that must be repaid usually with interest and in a specific time period. Often repayment is deferred while the student is attending college.

- **Employment** programs allow the student to defray part of the expenses of a college education by working part-time. Most positions are located on campus and require 12 hours of work per week.

What specific Financial Aid Programs are offered at Brevard Community College?

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Florida Student Assistance Grant
4. Federal College Work Study Program
5. Federal Stafford Subsidized and Unsubsidized Student Loan Program
6. Federal Parent Stafford Loan Program
7. BCC Tuition Assistance Program
8. Institutional Scholarships
9. Foundation Scholarships

What are the general eligibility requirements for need-based financial aid?

To qualify for financial aid, the student must prove that financial assistance is needed. Need is the difference between the amount the student and the student’s family can contribute and the cost to attend the college of choice. A student must meet the following requirements:

1. Have a high school diploma or a GED, or demonstrate the ability to benefit from the program through a federally-approved test
2. Be enrolled in a degree or certificate program of at least one year in length
3. Be a U.S. citizen or eligible non-citizen
4. Sign certification statements of “Educational Purpose/Refunds and Default”
5. Maintain satisfactory academic progress

Eligible Programs

For the purposes of determining financial eligibility, a student who enrolls in an eligible program at Brevard Community College must be attending the institution for the purpose of obtaining an A.A., A.S. or A.A.S. degree.

The following certificate programs are also eligible for financial aid:

- Accounting Operations PSAV
- Accounting Technology Management CCC
- Air Conditioning, Refrigeration and Heating Technology PSAV
- Automotive Service Technology PSAV
- Chemical Laboratory Specialist CCC
- Child Development Early Intervention CCC
- Computer Programming CCC
- Computer Specialist CCC
- Correctional Officer PSAV
- Cosmetology PSAV
- Culinary Operations PSAV
- Dental Assisting PSAV
- Digital Design PSAV
- Electronic Commerce CCC
- Law Enforcement Officer CMS PSAV
- Medical Assistant PSAV
- Medical Information Coder/Biller CCC
- Medical Clinical Laboratory Technician ATD
- Medical Secretary PSAV
- Paramedic CCC
- Practical Nursing PSAV
- Surgical Technology PSAV
- Web Development Specialist CCC
- Welding PSAV
What is the application procedure for financial aid?

1. Obtain and complete a Free Application for Federal Student Aid (FAFSA). Forms for the following academic year are available at local community college/university campuses and public libraries at the beginning of January. Students can also file electronically via the Internet. The Internet address is www.fafsa.ed.gov. The financial aid process is lengthy, so early application is highly encouraged.

2. While the student awaits the Student Aid Report (SAR) that will be generated as a result of the filing of the FAFSA, he/she should contact the Admissions and Records Office at BCC to make sure records are complete, including high school transcript, college transcript(s), appropriate testing, and declaration of a major.

3. Once the student receives the SAR, he/she should contact the Financial Aid Office to see if additional information is needed to complete his/her financial aid file.

4. The SAR is not a financial award. Each student will receive an Award Notice, that informs the student of the aid for which he/she is eligible.

5. Once the student receives the Award Notice, he/she should access www.brevardcc.edu and log in using their secure student ID# and pin#. Click ➤ Student Services and Financial Aid icon. Click ➤ Financial Aid and My Award Information. Click ➤ Accept Award by Aid Year and accept only those awards that the student wishes to accept.

What criteria must transfer students meet in order to qualify for financial aid?

Transfer students must have all credits from previously attended colleges submitted to the college registrar for evaluation. Transfer students with a calculated grade point average less than 2.0 may conditionally qualify for financial aid as a probationary student for one semester only. At the end of the probationary status the all college grade point average must be elevated to a minimum of 2.0 or the student will be suspended from receipt of further federal aid.

What academic standards must students meet to remain eligible to receive financial aid?

Federal and state regulations require that students must meet minimum standards in order to be eligible to receive Financial Aid funds. The following minimum standards at Brevard Community College are applied uniformly to all Title IV financial aid programs administered by the College, except those programs whose eligibility requirements are restricted to institutional funds or outside donor restrictions:

1. Students must meet an academic performance requirement of at least a 2.0 cumulative GPA.

2. Students must make progress toward their degree. Minimum progress toward a degree requires first year financial aid applicants who have previously attended the college to have earned 67 percent of registration attempted at the College.

3. Minimum progress toward a degree requires continuing financial aid recipients to earn 67 percent of credit hours attempted. The percentage calculation includes all hours attempted (college credit and vocational credit).

4. Students must complete their educational objective within a given time frame:
   a. All AA, AS and AAS degree-seeking students have a maximum 90 attempted credit hours.
   b. All certificate seeking students are limited to no more than 150% of the published length of the educational program.

All transfer credits that are accepted by the college will be included as attempted credit hours as well as all Brevard Community College attempted coursework regardless of whether the courses are applicable toward the student's degree.

What attendance standards must students meet to remain eligible to receive financial aid?

Class attendance is required beginning with the first class meeting. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. However, students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded.

Distance learning students also have specific attendance requirements. Students are expected to “logon” to their classes on a regular basis. It is the responsibility of the student to secure other resources to “attend” class if computer or internet access problems are encountered.
Financial Aid & Withdrawal

Student(s) reported as never attending one or more class(es) will be subject to a cancellation and reduction of aid eligibility for classes which have been reported by faculty as never attended. In order to retain eligibility for federal programs, students must earn their financial aid by attending class(es) and successfully passing the coursework for which funds were received.

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance.

The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV aid that was disbursed for the payment period or period of enrollment upon which the calculation was based.

A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student last attended after completing 60% of the payment period or period of enrollment.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal Plus Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Plus Loan) will be notified of the amount that must be returned or repaid as appropriate. The student will not qualify for further federal aid until the repayment is satisfied.

How do incomplete grades, withdrawals, remedial course work and repeating courses impact a student's financial aid?

A student who did not complete any credit hours in a term and has incompletes in that term has 20 college days in a full semester (10 in a mini-term) from the first day of classes of the following term to make up incomplete grades in order to continue receiving funds. Reinstatement of awards is contingent on a funds-available basis, and it is the student’s responsibility to notify the Financial Aid Office within the time frame provided.

If grade changes or incomplete grades made up after the time frame should affect subsequent terms or academic year eligibility, students must provide transcripts reflecting such changes and petition for resolution through the Financial Aid Appeals Committee. Withdrawals from any course(s) shall be counted in the total hours attempted and can result in failure to meet the standards of progress. Students must follow the official withdrawal procedures established by the College.

Funding for students assigned for remedial course work (college preparatory courses) will be limited to 30 credits. Course repeats always count in the total attempted credits, but the GPA configuration will only consider the final attempt in the cumulative GPA.

Do I have to repay federal funds if I withdraw from a course?

Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of totally withdrawing from all classes.

Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount “unearned,” a repayment of aid is required.

The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount within 45 days. Student will not qualify for further federal aid until the repayment is satisfied.

What is the procedure for reinstating financial aid that has been suspended or denied?

If a student is denied/suspended from financial aid, the student must attend a semester without Title IV federal aid and earn six credits with an all-college cumulative 2.0 GPA or better. Students who take more than six hours are required to pass all credits attempted. The student is required to submit an appeal along with an updated transcript for further consideration and/or reinstatement of financial aid.

What is the procedure for financial aid appeal?

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) can, in certain cases, request a formal review of the decision to revoke financial aid eligibility.

Circumstances that can be considered for this special review (appeal) include: death in the student’s immediate family, medical emergencies, accidents, divorce or separation, personal tragedy, or other documented circumstances beyond the student’s control that prevented him or her from meeting the minimum standards.

To appeal the decision on this basis, the following procedure must be followed:

1. The students must submit a written request to the Office of Financial Aid. This must include a planning guide and an unofficial BCC transcript.
2. The circumstances that prevented satisfactory progress to occur must be clearly stated.
3. The request must include documentation to support the exceptional circumstances, such as death certificate, statement from physician, or other verifiable information.
4. Once the review has been made, the student will be notified of the result of the review.
Probation/Suspension (Financial Aid)
Students are monitored for a cumulative 2.0 GPA, completed credits/hours, and time frame at the end of every semester. Failure to maintain a cumulative 2.0 GPA results in a probationary status until a subsequent semester review occurs. If the subsequent semester review calculates a continued lack of progress the student is suspended. Students reaching or exceeding the maximum time frame will be automatically suspended.

Students Receiving Social Security Benefits
Eligible students may receive Social Security benefits while attending Brevard Community College. Benefits are subject to Social Security policy. Verification of the course load can be made only after the established drop deadline for each term. Full-time status is determined to be 12 or more semester hours.

Scholarships
BCC offers scholarships in a number of areas. Students can apply directly to the BCC department that has the responsibility for awarding the scholarship.

Institutional Scholarships
Art
Cocoa—Lance Henderson 433-7196
Melbourne—Liberal Arts 433-5744

Drama
Claire Baggarly 433-7171

Athletic
Ernie Rosseau 433-5601

Music
Band—Jim Bishop 433-7375
Choir—Robert Lamb 433-7629

Honors
Beverly Slaughter 433-5623

Academic
Kaye Ensminger 433-5530

Brain Bowl
Rick Parrish 433-5691

Dance
Claire Baggarly 433-7171

Service Learning
Roger Henry 433-5611

BCC High School Academic Scholarships
Principal’s Scholarship - Must be valedictorian or salutatorian or one of the top ten graduates in the senior class. Selection is based solely on merit and scholastic ability. Two awards are provided for each Brevard County high school. Selection of award is determined by high school principal.

Academic Excellence Award for High School Graduates - Must be a Brevard County resident and have graduated from a Brevard County high school. Must have cumulative GPA of 3.8 or better, must register full-time, and must be pursuing degree or certificate program. Selection of award is determined by high school.

BCC Academic Scholarship
The BCC Academic Excellence Award is offered to BCC students who demonstrate high academic potential. The award is full-tuition/fees at the current in-state rate. Students must have an all college cumulative grade point average of 3.8 or better, have completed 15 hours at BCC, must enroll for at least 6 hours in term for which the award will apply, and must be degree or certificate seeking.

Other Scholarships
Information regarding outside scholarships are available at the local campus financial aid office. Students are encouraged to apply for external scholarships. A variety of local and national clubs and organizations offer scholarships to students who meet certain criteria.

Outside Scholarship Resources:
www.college-scholarships.com
www.fastaid.com www.fastweb.com

BCC Foundation Scholarships
The BCC Foundation exists to support the college and advance its commitment to be our community’s center for quality teaching and lifelong learning. The BCC Foundation is a not-for-profit, 501 (c)(3) corporation chartered to provide for financial needs of the college that cannot be met through state aid or student tuition. The Foundation is the vehicle through which individuals, corporations, and other supporters contribute to the college’s educational programs and studentscholarships. It is supervised by a volunteer Board of Governors composed of community leaders who support the advancement of excellence at Brevard Community College.

Each year, the BCC Foundation awards hundreds of thousands of dollars’ worth of scholarships. Students interested in learning more about the Foundation’s scholarships or in obtaining scholarship applications, can contact the Financial Aid Office or visit the Foundation’s website at: www.brevardcc.edu/foundation

Florida Bright Futures Scholarships
Florida Bright Futures Scholarships provide financial awards through three different programs to eligible Florida high school graduates on the basis of high academic achievement and enrollment in an eligible Florida post-secondary institution within three years of high school graduation. This scholarship does not pay the cost of preparatory course work.

Florida Bright Futures Scholarships are renewable for up to seven subsequent school years from high school graduation, provided that the recipient meets all renewal criteria.

For further information contact the high school guidance office, the financial aid office of Brevard Community College, or the Department of Education at: www.floridastudentfinancialaid.org or call: 1-888-827-2004
VETERANS AFFAIRS

U.S. Veterans and Eligible Dependents Applying for Veterans Education Benefits

Brevard Community College is fully accredited and approved for veterans training. Veterans and other eligible dependents planning on using their veteran's education benefits should contact the Veteran's Affairs Office, Cocoa Campus (Bldg 11, Room 209) or the Melbourne Campus (Bldg 10, Room 209) at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, bring any paperwork the VA office told you to return to the VA office and request to be certified for your education benefits. Each term thereafter you are required to notify the VA office that you are registered and request to be certified. The VA office will not certify you automatically.

Standards of Academic Progress

Under federal regulations, students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term. A VA student, whose CGPA falls below a 2.0 at the end of any term, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA students’ CGPA is still below a 2.0 at the end of the second consecutive term of enrollment, the students VA educational benefits will be terminated. Once a student has been terminated for unsatisfactory progress, they will be required to attend at least one term on their own and attain a CGPA of 2.0 before they will be able to apply for reinstatement of their VA education benefits. VA students in these situations should contact the campus VA office immediately for assistance in applying for reinstatement of their VA educational benefits.

Attendance Standards

Regular class attendance is required beginning with the first class meeting. “EXCESSIVE ABSENCES” is defined as being absent more than 15% of class meetings. However, instructors can establish a more rigorous attendance standard for their individual classes. If a veteran student exceeds the maximum authorized absences after the last date for withdrawal, the instructor must promptly notify the campus VA office by memorandum of the date course was completed. If a veteran student exceeds the maximum authorized absences after the last date for withdrawal, the instructor must promptly notify the campus VA office by memorandum of the date course was completed.

Deficiency/Prep Classes - Deficiency/Prep classes can be certified for VA benefits if it is documented by a college program advisor that the college accepted testing method reveals that secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education. VA students who complete a preparatory class before the end of the term will have their benefits reduced accordingly. The instructor will notify the VA Office by memorandum of the date course was completed.

Vocational Certificate Programs

VA students enrolled in a Vocational Certificate Program who exceed three days unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Early departures, class cuts, tardiness, for any portion of an hour will be counted as a full hour of absence. Excused absences will be granted for extenuating circumstances only, and will be substantiated in written entries in the veteran students file. Instructors will determine if an absence is excused or unexcused.

Enrollment Policies/Procedures

Enrollment - Students are entitled to receive educational benefits only if pursuing an approved program of courses leading to a degree or vocational objective. Random selection of classes for VA payment is prohibited. Course work must be part of an approved program of study as reported to the VA.

Deficiency/Prep Classes - Deficiency/Prep classes can be certified for VA benefits if it is documented by a college program advisor that the college accepted testing method reveals that secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education. VA students who complete a preparatory class before the end of the term will have their benefits reduced accordingly. The instructor will notify the VA Office by memorandum of the date course was completed.

Graduation Electives – During the graduation term when a student is taking the last course or courses required to graduate, a student may be permitted to select any number of non-related elective courses needed to maintain educational benefit allowances at the desired level of payment. This is the only time VA will pay for a course not required by a student’s program objective.

VA Payments

<table>
<thead>
<tr>
<th>VA Rate</th>
<th>Fall &amp; Spring 16 Week Term Credit Hours</th>
<th>Summer A or B 6 Week Term Credit Hours</th>
<th>*Summer 8 Week Term Credit Hours</th>
<th>Summer 12 Week Term Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>12</td>
<td>4</td>
<td>6</td>
<td>8</td>
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<tr>
<td>3/4</td>
<td>9-11</td>
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<td>4-5</td>
<td>6-7</td>
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<td>6-8</td>
<td>2</td>
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</tr>
<tr>
<td>Tuition</td>
<td>1-5</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

* Also applies to Fall/Spring Mini-mester
Student Tuition, Fees & Refunds

Student Fee Schedule
The Board of Trustees established the student fee schedule within the guidelines approved by the Florida Legislature. It is subject to change within the academic year covered by this catalog.

Brevard Community College must receive the total amount due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or certification. Brevard Community College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorneys fees and expenses incurred by Brevard Community College.

Payment can be made with cash, MasterCard, VISA, Discover, personal check, bank check, or money order. Any check payment should be issued to Brevard Community College.

Application Fee
All new applicants for admission must pay a one-time, non-refundable application fee:
   US Citizen: $30
   International: $60 (non-resident alien)
Fee must be submitted with the completed Application for Admission. International students must apply through the International Student Office.

Registration Fees:
Academic and Vocational Credit
Fees are approved by the Board of Trustees. Please consult the online catalog for current rates.

Florida Resident
A.A., A.A.S., and A.S. Degree Programs .......... $67.75 per credit hour
Vocational Certificate Programs .................. $52.60 per credit hour

Non-Florida Resident
A.A., A.A.S., and A.S Degree Programs .......... $247 per credit hour
Vocational Certificate Programs .................. $210 per credit hour

Non-Credit Courses
Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Institute for Business Training & Community Education for information on classes.

Re-Registration Fee
The college assesses a non-refundable reregistration fee of $30 to any student who is dropped for nonpayment and wishes to re-register.

Full Cost of Instruction
In accordance with Florida law, the college charges students the full cost of instruction for repeat enrollments in certain courses. This charge is $225.35 per credit hour (effective 7/1/05, subject to change with Board of Trustees approval). See Maximum Attempts Per Course, page 35.

Additional Distance Learning Fees
Shipping Cost.......................... $10 - $18 (if required)
Software.............................. $70 per class
   (Math prep courses)
Lab Fee (Online course)............ $10 per credit hour
Lab Fee (Hybrid course)............. $5 per credit hour
   (plus any on-campus lab fee)
Additional Lab fees may be required for certain courses.

Program Fees
Cosmetology Kit (varies) ...................... $650
Dental Assisting Instrument Kit ............ $50
Dental Hygiene Instrument Kit
   (freshman year) ....................... $550
Dental Hygiene Instrument Kit
   (sophomore year) ................. $750
Dental Hygiene Community
   Dental Health Kit ................ $45
Nails Kit ................................... $350
Facial Kit .................................. $350
Health Sciences Accident Insurance .......... $10.50
Health Sciences Liability Insurance ........ $16
Health Sciences program application fee .... $25
Health Sciences Nursing application fee
   includes Nurse Entrance Test (NET) fee ...... $50
Background Check ......................... $23
Health Sciences Certificate (duplicate) .... $5

Testing Fees
• CAEL (experiential learning) ................ $50
  (per course attempted through portfolio review)
• CLAST (including retakes) ................ $25
• CLEP (per exam) ...................... $60
  (non-refundable test service fee) .......... $20
• Credit by Examination .................. $50
  (per course examination, whether or not the student
   passes the test)
• DANTES (per exam) .................. $60
  (non-refundable test service fee) .......... $20
Learning Lab Fee - per term
Florida resident with high school diploma.............$35
Non-Florida resident with high school diploma......$60
BCC students accepted for or enrolled in vocational or
college credit courses are exempt from Learning Lab fees.

Lab Fees
To partially offset the high cost of consumable materials
and supplies, laboratory fees are assessed in some
courses. The fee schedule is available online:
www.brevardcc.edu
Click ➤ KNOW BCC ➤ PUBLICATIONS ➤ FEE SCHEDULE

Official Transcript Fees
Per transcript ....................................$5
Overnight per destination .................$25

Graduation Fees
Per Degree.....................................$20
Late Fee .......................................$20
Re-Application Fee ........................$20
Duplicate Diploma ..........................$20
Replacement Diploma ......................$20
See page 34 for more information.

Return Check Policy
The college charges a processing fee of $20 or 5% of
the amount of the check, whichever is greater, for each
check returned unpaid to the college. If a student incurs
two returned checks, the college will no longer accept
checks from the student for college payments.

In the event that a check was returned due to an error
made by a banking institution, a letter from the banking
institution acknowledging its error must be received by
the college in order to waive the processing fee.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit or vocational credit
course fees will not be processed until after the last day
to drop a course. To be eligible for a refund, the student
must drop the course(s) on or before the last day of the
Add/Drop period, as listed in the Schedule of Classes.

Matriculation, tuition, and lab fees paid during scheduled
registration periods are automatically refundable based on
the following:

• Fall, Spring and Summer Terms - All fees, except the
  non-refundable $30 re-registration fee, are refunded at 100% if the drop procedure is
  completed by the established deadline in the Schedule of Classes. There will be no automatic
  refunds after that period.

• Non-Credit Courses – To receive a refund for a non-
  credit course, a student must submit a refund
  request in writing at least three business days prior
to the start of the class. No refunds will be issued
  after that period.
PROGRAMS OF INSTRUCTION

Associate in Arts Degree • Associate in Science Degrees
Associate in Applied Science Degrees • Technical Certificates
Vocational Certificates • Apprenticeship Programs • Continuing Education
ASSOCIATE IN ARTS DEGREE
- University Parallel Program -

The Associate in Arts Degree (A.A.) is a university parallel degree designed for students who intend to earn a bachelor's degree from a four-year college or university. The A.A. degree is comparable to the freshman and sophomore years (lower division) of a university program and requires a total of 60 college-level credit hours for completion. All A.A. degree students must also satisfy the College Level Academic Skills Test (CLAST) by either taking the test or qualifying for an exemption.

Within the 60 credit hours, students must successfully complete 36 credit hours of general education courses from within the subject areas of communications, mathematics, humanities, behavioral/social sciences, and natural sciences.

A specific number of credit hours are required in each subject area. A grade of "C" or higher must be earned in all courses designated as Gordon Rule.

The remaining 24 credit hours are electives. It is essential that students work closely with an academic advisor to choose electives required for their intended major at the university or college baccalaureate degree program. To transfer into junior level work in a specific major, students must have completed the common program prerequisites for their selected degree.

While students who earn an A.A. degree are guaranteed admission to one of the eleven public Florida universities, they are not guaranteed admission to a limited access program within the institution. These programs limit enrollment to a specific number of applicants and have more rigorous admission standards, so it is imperative that students take all steps necessary to be eligible while at the community college.

(See Community College Transfer Student Bill of Rights below)

BCC does not have a foreign language requirement. However, the state university system does have a foreign language requirement for admission. Two consecutive courses in the same language at the high school or at the community college will satisfy that requirement.

Community College Associate in Arts Transfer Student Bill of Rights

Students who graduate from Florida community colleges with an A.A. degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven state universities, except to limited access programs
- Acceptance of at least 60 semester hours by the state universities
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment
- Transfer of equivalent courses under the Statewide Course Numbering System
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE)
- No additional General Education Core requirements
- Advance knowledge of selection criteria for limited access programs
- Equal opportunity with native university students to enter limited access programs
- The state universities will honor all grade forgiveness awarded under the A.A. degree

Graduation Requirements for the Associate in Arts Degree

Responsibility for meeting the requirements of graduation rests with the student. The Associate in Arts Degree is awarded to those students who have:

- Satisfactorily completed a prescribed course of study totaling 60 semester hours that include 36 semester hours of general education course work and 24 hours of elective credit,
- Completed at least 25% (15 hours) of the college credit hours through Brevard Community College,
- Achieved a "C" or higher in all courses used to fulfill communications, mathematics, humanities and social/behavioral sciences general education requirements, and
- Achieved a cumulative GPA of 2.00 or higher in all college work attempted. An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed, resulting in a passing grade, the student's transcript is amended and a final GPA calculated,
- Satisfied the College Level Academic Skills Test (CLAST) requirement by either taking and passing the four components of the test or qualifying for an exemption,
- Filed an Intent to Graduate Application on or before the published deadline. This includes an advisor's signature and the payment of graduation fee, and
- Removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Governing Catalog

See Governing Catalog information under “Graduation” on page 29.

Graduation with Multiple Degrees

While students may earn only one Associate in Arts degree, they may earn more than one A.S. or A.A.S. degree. See information under “Graduation” on page 29.

Grade Forgiveness

You will not receive grade forgiveness for any course that is repeated after you have been awarded the A.A. degree from Brevard Community College.
ASSOCIATE IN ARTS DEGREE continued

**CLAST – College Level Academic Skills Test**

The CLAST is an achievement test that measures selected communications and mathematical skills. Florida Statutes and State Board of Education rules mandate that students satisfy the CLAST requirement when pursuing an Associate in Arts Degree (A.A.). Students must present scores that meet the minimum standards in effect at the time they initially took the test.

Students are eligible to register for the CLAST after satisfactorily completing at least 18 semester hours of college level coursework. They may retake a subtest of the CLAST in which they failed to achieve a passing score.

Students are not required to satisfy the CLAST to receive an A.S. or A.A.S. degree. However, A.S. degree graduates who transfer into a Baccalaureate degree program at a Florida state university must take the examination prior to completing 36 credit hours at the university.

The original passing scores were proposed by the State-Level Panel on CLAST Standards and were recommended to the SBE by the Commission of Education. The passing scores were originally adopted on March 6, 1984, and have been amended several times. Passing scores for various time periods are as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Essay</th>
<th>ELS</th>
<th>Reading</th>
<th>Math</th>
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<tbody>
<tr>
<td>08/01/84 - 07/31/86</td>
<td>4</td>
<td>265</td>
<td>260</td>
<td>260</td>
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<tr>
<td>08/01/86 - 07/31/89</td>
<td>4</td>
<td>270</td>
<td>270</td>
<td>275</td>
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<tr>
<td>08/01/89 - 09/30/91</td>
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<tr>
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<td>5*</td>
<td>295</td>
<td>295</td>
<td>290</td>
</tr>
<tr>
<td>10/01/92 &amp; thereafter</td>
<td>6</td>
<td>295</td>
<td>295</td>
<td>295</td>
</tr>
</tbody>
</table>

*In October 1991, the essay scoring scale was revised. A score of 5 on the revised scale is equivalent to a score of 4 on the former scale.

In 1995, the Florida Legislature modified the statutes to permit alternative ways for students to demonstrate their proficiency with the required college-level communication and computation skills. These were determined to be measures qualifying for CLAST exemptions.

**CLAST EXEMPTIONS:** Students who are able to demonstrate competencies in language skills, reading, writing and mathematics by any of the following options may be exempt from some or all of the CLAST requirements.

- **COMPUTATION (Math) Subtest**
  - Achieve an SAT Math Score of 500 or above
  - Achieve an ACT Math Score of 21 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in MAC, MAP, MGF, or STA courses for a minimum of six (6) semester credit hours

- **ENGLISH LANGUAGE SKILLS Subtest**
  - Achieve an SAT Verbal or Critical Reading Score of 500 or above
  - Achieve an ACT English Score of 21 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in ENC 1101 and ENC 1102 or equivalent college level English courses for a minimum of six (6) semester credit hours

- **READING Subtest**
  - Achieve an SAT Verbal or Critical Reading Score of 500 or above
  - Achieve an ACT Reading Score of 22 or above
  - Achieve a 2.5 cumulative GPA on a 4.0 grade scale in ENC 1101 and ENC 1102 or equivalent college level English courses for a minimum of six (6) semester credit hours

Students who earn college credit through examinations for ENC 1101 and ENC 1102 and/or mathematics courses that satisfy the general education requirements may also be exempted from the appropriate subtests. These examinations include CLEP, AP, and IB.

**CLAST RULES ARE SUBJECT TO CHANGE DUE TO REVISIONS IN FLORIDA LAW.** Students seeking an exemption must contact an academic advisor.

**Note:** All students who pursue a bachelor’s degree in Education in Florida must take and pass all four sections of CLAST or the Florida Teacher Certification Exams – General Knowledge Test. For more information see an Advisor.

**Gordon Rule**

**SBE Rule 6A-10.030**

All A.A. Degree students are required to meet Gordon Rule requirements. They must:

- Earn a “C” or higher in all courses used to fulfill English, mathematics, humanities, and social/behavioral science general education requirements. The “C” or higher in those courses assures that all Associate in Arts Degree students have attained the required level of competence in writing and mathematics as required by SBE Rule 6A-10.030 (Gordon Rule).
- Produce written work of at least 6,000 words in each of the two General Education English classes listed under Communications.
- Produce written work of at least 3,000 words in each course taken under humanities and social/behavioral science.
- Produce a total combined written work of at least 24,000 words.

**Diversity-Infused Courses**

Brevard Community College recognizes that learning communities are comprised of and enriched by people of many ethnicities and cultures. Promoting awareness, acceptance, and tolerance by studying diversity issues are goals of the general education curriculum at Brevard Community College. Designated on pages 100 to 148, are courses designed to explore the diverse backgrounds of individuals in one or more of the following areas: race/ethnicity, gender, social class/caste, religion, age, sexual orientation, and physical/mental ability. Students are encouraged to broaden their knowledge of diversity by including a wide range of these courses in their chosen programs of study.
A.A. Degree Requirements

Specific requirements depend on intended major at the university – see an advisor. Honors courses will satisfy requirements in their related areas. Students must satisfy CLAST requirement.

I. **COMMUNICATIONS** (9 credit hours)  
Students must complete all three (3) of the following:

- ENC 1101 Communications 1 .......................... 3
- ENC 1102 Communications 2 .......................... 3
- SPC 2600 Fundamentals of Speech  .................. 3

II. **MATHEMATICS**  
A minimum of 6 credit hours from the following list, successfully completed with a grade of "C" or higher.

*NOTE: All prerequisites must be observed.*

Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at the transfer university of choice. See an advisor.

- MAC 1105 College Algebra  ............................. 3
- MAC 1114 College Trigonometry  ..................... 3
- MAC 1140 Precalculus Algebra  ....................... 3
- MAC 1147 Precalculus Algebra/Trigonometry .......... 5
- MAC 1233 Essentials of Calculus ..................... 3
- MAC 1311 Calculus 1 with Analytic Geometry ....... 5
- MAC 2312 Calculus 2 with Analytic Geometry ....... 5
- MAC 2313 Calculus 3 with Analytic Geometry ....... 5
- MAD 2104 Discrete Mathematics ..................... 3
- MAP 2302 Differential Equations .................... 3
- MAS 2103 Linear Algebra  ............................. 3
- MGF 1106 Math for Liberal Arts  ..................... 3
- MGF 1107 Math for Liberal Arts 2 ..................... 3
- STA 2023 Statistics  ................................. 3

*MAT 1033 Introduction to College Algebra may be required as a prerequisite. The course will satisfy elective credits only.

III. NATURAL SCIENCE

**PLAN A** (7 credit hours)  
Life Science: 4 hours/Physical Science: 3 hours

One course from the Life Sciences:

- BOTC 1010 Botany  ................................. 4
- BSCC 1005 Fundamentals of Biology* ................ 4
- BSCC 1010 General Biology* ......................... 4
- BSCC 1011 Biology 2 ................................ 4
- BSCC 1084 Survey of Human Anatomy and Physiology* 4
- BSCC 2085 Human Anatomy and Physiology 1 ......... 4
- BSCC 2086 Human Anatomy and Physiology 2 ........ 4
- MCBC 2010 Microbiology  ........................... 4
- OCBC 2013 Marine Biology  .......................... 4
- ZOOC 1010 Zoology  ................................ 4

Three credit hours of Physical Science:

- AST 1002 Astronomy  ............................... 3
- CHM 1025 College Chemistry 1 with Lab .......... 4
- CHM 1045 General Chemistry 1 with Lab .......... 4
- CHM 1046 General Chemistry 2 with Lab .......... 4
- CHM 2210 Organic Chemistry 1 with Lab .......... 4
- CHM 2211 Organic Chemistry 2 with Lab .......... 4
- EVR 1001 Introduction to Environmental Science .... 3
- GLY 1000 Geology  .................................. 3
- MET 2010 Meteorology  ............................. 3
- OCE 1001 Oceanography  ............................ 3
- PHY 2048 General Physics 1 with Lab ............. 5
- PHY 2049 General Physics 2 with Lab ............. 5
- PHYC 2053 College Physics 1  ....................... 4
- PHYC 2054 College Physics 2  ....................... 4
- PSC 1321 Physical Science Survey 1 ............... 3
- PSC 1331 Physical Science Survey 2 ............... 3
- PSC 1341 Physical Science for Today’s World ....... 3

**PLAN B**
8 credit hours of chemistry including labs OR 8 credit hours of physics including labs.

IV. **HUMANITIES** (6 credit hours)  
The Humanities requirement may be satisfied by the completion of Plan A or B.

PLAN A - Select 6 Credits – any two courses from the following:

- HUM 2211 Humanities Survey: Ancient through
  Byzantine Cultures ....................................... 3
- HUM 2230 Humanities Survey: Enlightenment
  through the 21st Century ............................... 3
- HUM 2249 Humanities Survey: Enlightenment through
  the 21st Century ............................... 3
- HUM 2218H Honors in Humanities 1 ................. 3
- HUM 2219H Honors in Humanities 2 ................. 3

**PLAN B** - Select 6 Credits
Choose one course from Plan A AND one of the following:

- AML 2010 Survey of American Literature 1 ........ 3
- AML 2020 Survey of American Literature 2 ........ 3
- ARH 1050 Art History Survey: Prehistory through
  Early Italian Renaissance ............................ 3
- ARH 2473 Contemporary Art  .......................... 3
- ENL 2012 Survey of British Literature 1 ........... 3
- ENL 2022 Survey of British Literature 2 ........... 3
- HUM 1020 Creativity and the Arts .................... 3
- HUM 2270 Humanities in Latin America, Africa
  and the Eastern World .................................. 3
- HUM 2740 Humanities Study Abroad .................. 3
- MUL 2010 Survey of Music Literature ............... 3
- PHI 2010 Problems of Philosophy .................... 3
- REL 2300 World Religions  ........................... 3
- THE 1100 History of the Theatre 1 .................. 3

V. **SOCIAL/BEHAVIORAL SCIENCE** (8 credit hours)  
(Minimum 3 credit hours Behavioral Science and Social Science)  
The Social/Behavioral Science requirement can be satisfied by the completion of Plan A, B, or C.

**PLAN A**

3 hours of Behavioral Science  
3 hours of Social Science  
HLP 1081 Health Analysis & Improvement (2 hours)

**PLAN B**

3 hours of Behavioral Science  
6 hours of Social Science

**PLAN C**

6 hours of Behavioral Science  
3 hours of Social Science

Behavioral Science courses must be selected from the following:

- CLP 1001 Human Adjustment 1 ....................... 3
- PSY 2012 General Psychology 1 ...................... 3
- SYG 2000 Introduction to Sociology ................. 3

Social Science courses must be selected from the following:

- AMH 2010 U.S. History 1 – U.S. History 1877 ........ 3
- AMH 2020 U.S. History 2 – U.S. History since 1877 .. 3
- EUH 1000 Western Civilization 1 .................... 3
- EUH 1001 Western Civilization 2 .................... 3
- ISS 1011 Social Science Survey 1 .................... 3
- ISS 1012 Social Science Survey 2 .................... 3
- ISS 1200 Introduction to International Studies ........ 3
- POS 2041 American National Government ............. 3
- POS 2112 State and Local Government ............... 3
- SOW 2054 Community Involvement .................... 3

VI. ELECTIVES (24 credit hours)  
Students should select electives based on common program prerequisites for the intended upper division major.

*Prerequisite: appropriate placement test scores are required.

TOTAL CREDITS: 60
## COLLEGE OR UNIVERSITY TRANSFER

### PREPARING FOR TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY?

Students planning to transfer to a four-year or senior college with junior standing can complete the graduation requirements for the Associate in Arts degree by taking courses at BCC that also satisfy the baccalaureate degree requirements at the college to which they transfer.

Although completion of a community college A.A. degree guarantees admission to at least one institution within the state university system, it does not guarantee admission to all programs at all universities. Common prerequisite courses have been identified for more than 600 university bachelor’s degrees across all public institutions. Additionally, some degree programs are designated as limited access programs because their admissions requirements are more selective than an institution’s general admissions requirements.

These more stringent requirements may include a higher grade point average and/or test scores, additional courses or prerequisites or auditions and/or portfolios. In such programs, selection for admission is competitive. However, community college A.A. transfer students have the same opportunity to enroll in university limited access as students who are already enrolled at the university. Students should work with community college counselors to make sure they take the required courses and meet other criteria for entry into their university programs of choice. The selection and enrollment criteria for limited access programs have been published in institutional catalogs, counseling manuals and other appropriate documents.

It is the student’s responsibility to ensure that his/her degree program at BCC contains the appropriate courses and prerequisites for their selected baccalaureate degree program. Transfer information is available at [www.facts.org](http://www.facts.org) under Transfer Services, College Advising Tools and Advising Manuals.

Listed below is a short representation of some of the university majors for which students may prepare while at BCC. The list is not exhaustive.

<table>
<thead>
<tr>
<th>A.A. Degree</th>
<th>College or University Transfer – 56</th>
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<tr>
<td>Advertising</td>
<td>English</td>
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<td>Advertising &amp; Public Relations</td>
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<td>Agriculture</td>
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<td>Allied Legal Services</td>
<td>Foreign Language</td>
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<td>Fruit Crops</td>
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<td>Architecture</td>
<td>Geology (Earth Science)</td>
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<td>Graphic Design (Commercial Art)</td>
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<td>Biology</td>
<td>Health Professions</td>
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<td>Dance</td>
<td>Journalism</td>
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<td>– High School</td>
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<td>Urban &amp; Regional Planning</td>
<td>Wildlife Ecology</td>
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</table>
To finish your A.A. or A.S. at Brevard Community College.
To finish your Bachelor’s Degree at UCF Regional Campuses.
To finish.

UCF at Cocoa

Applied Science (Supervision & Administration or Industrial Operations Track) (B.A.S.) Office of Undergraduate Studies
Business Administration (B.A.B.A) College of Business Administration
Communicative Disorders (B.A., B.S.) College of Health and Public Affairs
Criminal Justice (B.A., B.S.) College of Health and Public Affairs
Elementary Education (B.S.) College of Education
Engineering Technology – Operations (B.S.E.T.) College of Engineering and Computer Science
Exceptional Student Education (B.S.) College of Education
History (B.A.) College of Arts and Humanities
Legal Studies (B.A., B.S.) College of Health and Public Affairs
Liberal Studies (B.A., B.S.) Office of Undergraduate Studies
Nursing (B.S.N., R.N. to B.S.N.) College of Health and Public Affairs
Political Science (B.A.) College of Sciences
Pre-Engineering/Engineering (BCC-UCF Joint Program B.S.E.) College of Engineering and Computer Science
Psychology (B.A., B.S.) College of Sciences
Sociology (B.A.) College of Sciences

UCF at Palm Bay

Business Administration (B.A.B.A.) College of Business Administration
Early Childhood Education (B.S.) College of Education
Liberal Studies (B.A., B.S.) (Very limited in scope. Please see an advisor.) Office of Undergraduate Studies
Psychology (B.A.) College of Sciences

Minors

Criminal Justice
Early Childhood Education
English – Writing
Health Services Administration
History
Legal Studies

For more information:
(321) 433-7821

Anthropology in Multicultural Studies
Business (For non-business majors only)
Communicative Disorders
Criminal Justice
English – Writing
Exceptional Education
Health Services Administration
History
Hospitality Management

Interpersonal Communication
Legal Studies
Organizational Communication
Political Science
Psychology
Religious Studies
Social Sciences – Interdisciplinary
Sociology
Women’s Studies (Minor and Certificate)

Opportunity is now as simple as 2 + 2, finishing your education in a location that is convenient for you! Seamless access from our partner community colleges, combined with flexible schedules, make achieving a bachelor’s degree easier than ever. Experience fully accredited high-quality programs, excellent faculty, and low-cost tuition. The opportunity is yours!

www.regionalcampuses.ucf.edu

In partnership with Brevard Community College
## CAREER & TECHNICAL PROGRAMS

**ADMISSION REQUIREMENTS**

*Student must have correct major on record and register in appropriate courses.*

### Associate in Science Degree Programs (A.S.)

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard High School Diploma or Equivalent</th>
<th>*Limited Access Program Test</th>
<th>Eligible for Financial Aid</th>
<th>Campus</th>
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<tbody>
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### Associate in Applied Science Degree Programs (A.A.S.)

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<th>Program</th>
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<th>Campus</th>
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### Applied Technology Diploma Programs (A.T.D.)

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**TEST DESCRIPTIONS:**

- **BAT** – Criminal Justice Basic Abilities Test
- **CPT** – College Placement Test
- **CPT/R** – College Placement Test/Reading Subtest
- **CPT/WR** – College Placement Test/Writing and Reading Subtests
- **TABE** – Test of Adult Basic Education

*Limited access or special application process required – see specific program detail for requirements. See page 20.

**Contact Health Sciences Admissions.**
### College Credit Certificates (C.C.C.)

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<td>Electronic Commerce</td>
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<tr>
<td>Geographical Information Systems</td>
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<td>Yes</td>
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<tr>
<td>Graphic Design Production</td>
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<td>No</td>
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<td>Graphic Design Support</td>
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<td>No</td>
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<td>Help Desk Specialist (Information Technology Support Specialist)</td>
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<td>Information Technology Technician</td>
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<td>Marketing Operations</td>
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<tr>
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<td>Yes</td>
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<tr>
<td>Microcomputer Repairer/Installer</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Office Specialist</td>
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<tr>
<td>Oracle Certified Database Administrator</td>
<td>Yes</td>
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<td>No</td>
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<td>Paramedic</td>
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<td>Television Studio Production</td>
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<td>Web Development Specialist</td>
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### Postsecondary Adult Vocational Certificates (P.S.A.V.)

<table>
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<tr>
<th>Program</th>
<th>Standard High School Diploma or Equivalent</th>
<th>*Limited Access Program</th>
<th>Test</th>
<th>Eligible for Financial Aid</th>
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<th>Page Number</th>
</tr>
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<tbody>
<tr>
<td>Accounting Operations</td>
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<td>Yes</td>
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<tr>
<td>Air Conditioning, Refrigeration and Heating Technology</td>
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<td>Yes</td>
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<tr>
<td>Automotive Service Technology</td>
<td>TABEL</td>
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<tr>
<td>Auxiliary Correctional Officer</td>
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<td>Yes</td>
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<td>Auxiliary Law Enforcement Officer</td>
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<tr>
<td>Computer Repair Technology (Electronic Systems Assembly)</td>
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<td>Yes</td>
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<td>Cosmetology</td>
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<td>Culinary Operations</td>
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<td>Dental Assisting</td>
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<td>Digital Design</td>
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<td>Medical Assistant (Medical Assisting)</td>
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<td>Medical Secretary</td>
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<td>Patient Care Technician</td>
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<td>Public Safety Telecommunication</td>
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<td>Surgical Technology</td>
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<tr>
<td>Welding (Applied Welding Technologies)</td>
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</table>
A.S. & A.A.S. Degree Requirements

General A.S. and A.A.S. Information
Associate in Science (A.S.) degree and Associate in Applied Science (A.A.S.) degree programs are designed for students who plan to enter employment as technicians or semi-professionals, or students who are employed and plan to use their educational experiences to advance in their career. The designation of A.S. or A.A.S is based upon Florida Statutes: both degrees are designed to provide skills necessary to enter the workforce.

In order to enroll in an A.S. or an A.A.S. degree you must complete the following steps (see page 16 for full details):

- Submit a completed Application for Admission form
- Provide Documentation of Educational Background
- Complete Assessment of Reading, Writing and Math skills for placement in the appropriate level courses
- Complete the New Student Orientation
- Register for Classes (meet with an advisor for assistance in planning your schedule)
- Pay Fees

A.S and A.A.S. programs require a minimum of two years of study. Programs contain a minimum of 15 credit hours of General Education and a minimum of 45 credit hours of career-specific courses. The General Education courses are designed to provide students with the general knowledge and skills necessary to succeed in a technical work environment. More details on the General Education courses can be found below. The career-specific courses have been developed to provide students with the knowledge, skills, and competencies required for initial employment. These courses are divided into program specific groupings such as Major Courses, Core Courses and Support Courses. In addition, some programs allow students to select one or more courses from a list of approved Technical Electives.

It is very important that students meet with an academic advisor to carefully plan their schedule for completing their A.S. or A.A.S degree program requirements. Certain programs require students to complete technical courses in a specific sequence to ensure learning is maximized. Also, courses in A.S. and A.A.S. degree program may be only offered on certain campuses and/or may be offered only during a specific semester.

Both technical degree and vocational programs are developed and maintained with assistance from technical advisory committees. These committees are made up of experts from local companies or organizations. The committees are actively involved in reviewing the curriculum, equipment, and facilities, and preparing recommendations that assist the college in keeping programs state of the art.

A.S. and A.A.S. Degrees
General Education Requirements:
Depending on the program, the courses to be taken as the General Education portion of the degree may be exactly specified or may allow students to select from a set of pre-approved courses. The courses approved to meet specific General Education requirements are listed below. Additional academic courses can be approved upon written request to the Campus Dean or Workforce Director. Equivalent Honors courses may be used in any area (A-E) below.

A. WRITTEN COMMUNICATIONS: 3 credits required
ENC 1101 Communications 1
(includes computer competency component)

B. ORAL COMMUNICATIONS: 3 credits required
SPC 2600 Fundamentals of Speech Communications

C. COMPUTATION: 3 math credits required
MAT 1033 Intermediate Algebra or higher
Or
Computation/Natural Science

D. SOCIAL/BEHAVIORAL SCIENCE: 3 credits required – unless specified in the program requirements. Select from below.

- AMH 2010 United States History 1 - U.S. History to 1877
- AMH 2020 United States History 2 - U.S. History since 1877
- CLP 1001 Human Adjustment
- EUH 1000 Western Civilization 1
- EUH 1001 Western Civilization 2
- ISS 1011 Social Science Survey 1
- ISS 1012 Social Science Survey 2
- ISS 1200 Introduction to International Studies
- POS 2041 American National Government
- POS 2112 State and Local Government
- PSY 2012 General Psychology
- SOW 2054 Community Involvement
- SYG 2000 Introduction to Sociology

E. HUMANITIES REQUIREMENT: 3 credits required.
Any Humanities with a writing requirement can be used to meet this requirement. A list of acceptable courses can be found on page 55 under section IV. Humanities.
Graduation Requirements for the Associate in Science (A.S.) degree and the Associate in Applied Science (A.A.S.) degree
Responsibility for meeting the requirements for graduation rests with the student. The Associate in Science degree and the Associate in Applied Science degree is awarded to those students who have:

1. Satisfactorily completed a prescribed course of study that totals at least 60 hours and satisfactorily completed all courses within the student's selected program
2. Satisfy entry assessment requirements and/or complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics
3. Completed at least 25% of the college credit hours through Brevard Community College
4. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed within three weeks of the beginning of the following term, resulting in a passing grade, the student's transcript will be amended and a final GPA calculated.
5. Filed an 'Intent to Graduate' Application on or before the published deadline. This includes an advisor's signature and the payment of graduation fee.
6. Removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Student Insurance Requirements
Participation in selected program/courses requires insurance coverage. BCC does not sell insurance; however, the college does use its purchasing capability to identify various student insurance plans to meet student needs. Information regarding various insurance plans is available in the office of the Campus Dean of Students. Programs/courses that require insurance appear on the listing below:

<table>
<thead>
<tr>
<th>Student Accident Insurance – Required</th>
<th>Student Accident Insurance – Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>Fire Science Technology</td>
</tr>
<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td>Healthcare Continuing Education</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td></td>
</tr>
<tr>
<td>Correctional Officer</td>
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<tr>
<td>Correctional Probation Officer</td>
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<tr>
<td>Cosmetology</td>
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</tr>
<tr>
<td>Cosmetology – Facials</td>
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<tr>
<td>Cosmetology Specialist – Nails</td>
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<tr>
<td>Dental Assisting</td>
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<tr>
<td>Dental Hygiene</td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>Emergency Medical Technology</td>
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<tr>
<td>Fire Fighter 1</td>
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<tr>
<td>Fire Fighter-Minimum Standards</td>
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<tr>
<td>Law Enforcement Officer</td>
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</tr>
<tr>
<td>Medical Assisting</td>
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<tr>
<td>Medical Insurance Coder/Biller</td>
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<tr>
<td>Medical Laboratory Technology</td>
<td>Dental Hygiene</td>
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<tr>
<td>Nursing RN (Associate Degree)</td>
<td>Emergency Medical Services Tech</td>
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<tr>
<td>Paramedic</td>
<td>Emergency Medical Technician</td>
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<tr>
<td>Patient Care Technician</td>
<td>Fire Fighter 1</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Fire Fighter II-Minimum Standards</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Medical Assisting</td>
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<tr>
<td>Radiography</td>
<td>Medical Insurance Coder/Biller</td>
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<tr>
<td>Surgical Technology</td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Nursing RN (Associate Degree)</td>
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<tr>
<td>Welding</td>
<td>Paramedic</td>
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<td></td>
<td>Patient Care Technician</td>
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<td>Phlebotomy</td>
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<td>Practical Nursing</td>
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<td></td>
<td>Radiography</td>
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<td></td>
<td>Surgical Technology</td>
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<td>Veterinary Technology</td>
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<table>
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<th>Liability Insurance – Required</th>
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<tr>
<td>Cosmetology – Facials</td>
<td>Healthcare Continuing Education</td>
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<tr>
<td>Cosmetology Specialist – Nails</td>
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<tr>
<td>Dental Assisting</td>
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</tbody>
</table>

ASSOCIATE IN SCIENCE & ASSOCIATE IN APPLIED SCIENCE DEGREES–61
Aerospace Technology
Associate in Science – Code: ATAS
This program prepares students for employment as aerospace technicians who assemble, service, test, operate and repair systems associated with both expendable and reusable space launch vehicles, payloads, related laboratories and ground support equipment. This program also provides supplemental training for persons previously or currently employed in this industry. Instruction is designed to qualify students for certification as an aerospace technician in various skill areas. Graduates may also qualify for many applied-technology jobs such as testing, fabrication, assembly, production, repair and manufacturing.

All A.S. and A.A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
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<tr>
<td>MAC 1105 College Algebra</td>
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<tr>
<td>MAC 1105 College Algebra</td>
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MAJOR COURSES Credits Needed: 46

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AFRC 1100 Introduction to the Aerospace Workplace</td>
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<tr>
<td>EETC 2005 Basic Electricity/Electronics</td>
<td>4</td>
</tr>
<tr>
<td>EETC 2609 Electronic Fabrication and Fiber Optics</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1830 Materials and Processes 1</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1832 Materials and Processes 2</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1850 Aerospace Systems 1</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1852 Aerospace Tests and Measurements</td>
<td>4</td>
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<tr>
<td>ETIC 1853 Aerospace Safety and Quality</td>
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<tr>
<td>ETIC 1855 Aerospace Structural Fabrication 1</td>
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<tr>
<td>ETIC 2411 Technical Task Analysis/Implementation</td>
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<tr>
<td>ETIC 2831 Aerospace Systems 2</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2851 Applied Mechanics</td>
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<td>ETIC 2856 Aerospace Structural Fabrication 2</td>
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<td>ETMC 2318 Aerospace Fluid Systems</td>
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SUPPORT COURSES Credits Needed: 9

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<th>Course</th>
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<td>CGS 2100 Microcomputer Applications</td>
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<tr>
<td>ENC 2210 Technical Writing</td>
<td>3</td>
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<tr>
<td>ENC 2210 Technical Writing</td>
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<td>Any 3 credits from the Additional Professional Development Course below</td>
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<tr>
<td>PSC 1341 Physical Science for Today's World</td>
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ADDITIONAL PROFESSIONAL DEVELOPMENT COURSES (These courses are not required to complete the A.S. degree.)

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>AFR 1250 Evolution of the Aerospace Industry</td>
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<tr>
<td>AFR 1251 Aerospace Technician Profession</td>
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<tr>
<td>AFR 1252 Spaceport Operations and Maintenance</td>
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<tr>
<td>ETD 1931 Special Topics</td>
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<tr>
<td>ETD 2941 Internship</td>
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TOTAL CREDIT HOURS: 70

For application and program information contact:
Aerospace Programs at (321) 433-7754 or 433-7751
e-mail to aerospace@brevardcc.edu
www.brevardcc.edu/spaceport

Chemical Technology
Associate in Science – Code: CHAS
This program prepares students for employment as laboratory technicians, or to provide supplemental training for persons previously or currently employed in these occupations.

Upon completion of the program, the student will be able to assist chemists and chemical engineers by performing chemical and physical laboratory tests for various purposes such as quality control monitoring of ongoing production operations, research and development, and the maintenance of health and safety standards in the laboratory.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
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<tr>
<td>Oral Communication Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
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MAJOR COURSES Credits Needed: 15

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSCC 1010 General Biology</td>
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</tr>
<tr>
<td>CHM 1045 General Chemistry 1</td>
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<tr>
<td>CHM 1046 General Chemistry 2</td>
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<tr>
<td>CHML 1045 General Chemistry 1 Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHML 1046 General Chemistry 2 Laboratory</td>
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</tr>
<tr>
<td>CGS 1000 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100 Microcomputer Applications</td>
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BIOCHEMICAL TECHNOLOGY OPTION Credits Needed: 16

Option Code – CHASBIO

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BSCC 1011 Biology 2</td>
<td>4</td>
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<tr>
<td>BSCC 2085 Human Anatomy and Physiology 1</td>
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<tr>
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<tr>
<td>MCBC 2010 Microbiology</td>
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BIOTECHNOLOGY OPTION Credits Needed: 16

Option Code – CHASBTO

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHM 1031 Physiological Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>BSCC 1421 Introduction to Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BSCC 1426 Introduction to Biotechnology Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSCC 2085 Human Anatomy and Physiology 1</td>
<td>4</td>
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<tr>
<td>MCBC 2010 Microbiology</td>
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CHEMICAL TECHNOLOGY OPTION Credits Needed: 16

Option Code – CHAS

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<thead>
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<tbody>
<tr>
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<td>CHM 2211 Organic Chemistry 2</td>
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<td>CHML 2210 Organic Chemistry 1 Laboratory</td>
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<td>CHML 2211 Organic Chemistry 2 Laboratory</td>
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<tr>
<td>PHY 2048 General Physics 1</td>
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<tr>
<td>PHYC 2053 College Physics 1</td>
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<tr>
<td>PHY 2049 General Physics 2</td>
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<tr>
<td>PHYC 2054 College Physics 2</td>
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</table>

TECHNICAL ELECTIVES Credits Needed: 18

Note: Courses in the three options above can be used as technical electives as long as they are not being used to fulfill an option requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AST 1002 Introduction to Astronomy</td>
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</tr>
<tr>
<td>CHM 1015 Introduction to Chemistry</td>
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<td>CHM 1025 College Chemistry</td>
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<td>CHML 1025 College Chemistry Lab</td>
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</tr>
<tr>
<td>CHM 2948 Service-Learning Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>EVR 1001 Introduction to Environmental Sciences</td>
<td>3</td>
</tr>
<tr>
<td>GEO 2150 Fundamentals of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2400 First Aid and Safety</td>
<td>3</td>
</tr>
<tr>
<td>LIS 2004 Introduction to Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>MAC 1233 Essentials of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1311 Calculus 1 with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312 Calculus 2 with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313 Calculus 3 with Analytic Geometry</td>
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</table>
Computer Information Technology

(Computer Information Administrator)

Associate in Science – Code: CIAS

This program is designed to prepare students for careers in the business application of computers. Students choose one of the two options: Help Desk or Management Information Systems (MIS). The core courses provide training in the basic concepts, which underlie computing technology, computer programming, database techniques, analysis and design and common user applications. Technical electives provide students with the opportunity to further their knowledge in the specific area of choice.

The Help Desk option provides the student with experience to apply knowledge with companies that have a continuing need for trained customer support specialists, to staff the help desk answering customer problem calls and providing timely assistance in solving technical problems.

The Management Information Systems (MIS) option provides the student with the knowledge and experience to apply modern data processing techniques to the operation of businesses through the control and delivery of information. Typical entry-level positions for graduates of this program include junior programmer, programmer-analyst, software support specialist, and database specialist. Individuals who are currently employed can use courses within this program to further their knowledge in the specific area of choice.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>HUM</td>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>Social/Behavioral Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>Oral Communication Requirement</td>
<td>3</td>
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</table>

COMPUTER PROGRAMS CORE COURSES Credits Needed: 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CETC</td>
<td>Beginning PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Network+</td>
<td></td>
</tr>
<tr>
<td>COP</td>
<td>Database Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CTS</td>
<td>Windows XP Professional</td>
<td>3</td>
</tr>
<tr>
<td>CTS</td>
<td>Information Technology Project Management</td>
<td>3</td>
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</table>

HELP DESK OPTION Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CEN</td>
<td>Microsoft Windows 2003 Server</td>
<td>3</td>
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<tr>
<td>CETC</td>
<td>Advanced PC Repair</td>
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<tr>
<td>CIS</td>
<td>Help Desk Technical Support</td>
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</tr>
<tr>
<td>CIS</td>
<td>Help Desk Customer Support</td>
<td>3</td>
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<tr>
<td>COP</td>
<td>Principles of Programming</td>
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MANAGEMENT INFORMATION SYSTEMS (MIS) OPTION Credits Needed: 15

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>ACG</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Principles of Programming</td>
<td>3</td>
</tr>
<tr>
<td>GEB</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MAN</td>
<td>Business Management Principles</td>
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</table>

TOTAL CREDIT HOURS: 63

Computer Programming and Analysis

Associate in Science – Code: CPAS

This program is designed to prepare students for entry-level program development and analysis in the computer environment. The core courses provide an introduction to the computer, applications used on the microcomputer and training in programming language, procedural logic and design. The computer languages are introduced in a progressive delivery starting with structured programming (sequential, iteration, and decision making) used in procedural language and then progressing to object oriented language and visual language.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages and applications.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>COM</td>
<td>Computation Requirement</td>
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<tr>
<td>HUM</td>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>Social/Behavioral Science Requirement</td>
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</tr>
<tr>
<td>ENC</td>
<td>Written Communication Requirement</td>
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COMPUTER PROGRAMS CORE COURSES Credits Needed: 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETC</td>
<td>Beginning PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS</td>
<td>Network+</td>
<td></td>
</tr>
<tr>
<td>COP</td>
<td>Database Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CTS</td>
<td>Windows XP Professional</td>
<td>3</td>
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<tr>
<td>CTS</td>
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MAJOR COURSES Credits Needed: 21

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Principles of Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Visual Basic Programming Advanced</td>
<td>3</td>
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<tr>
<td>COP</td>
<td>C++ Programming Advanced</td>
<td>3</td>
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<tr>
<td>COP</td>
<td>Introduction to Java Programming</td>
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TECHNICAL ELECTIVES Credits Needed: 3

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<th>Course Title</th>
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<td>Solution Architectures</td>
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<td>GBS</td>
<td>Internship</td>
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<tr>
<td>COP</td>
<td>C# Programming</td>
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<tr>
<td>COP</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Introduction to XML</td>
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</table>

TOTAL CREDIT HOURS: 63
### Crime Scene Technology

**Associate in Science – Code: CRAS**

Crime scene technologists are employed by local, state, and federal law enforcement agencies, the State Attorney offices, public defender offices, medical examiners, law firms, and private industry. This program is designed to prepare an entry-level crime scene specialist who will be able to locate, identify, process, and preserve the crime scene as well as testify in court proceedings. This program is also appropriate for practicing law enforcement professionals who desire the opportunity to specialize and advance in the field of crime scene technology. Potential employment opportunities may be found as a crime scene technologist, crime scene photographer, fingerprint examiner and classification specialist, crime lab assistant, or crime scene unit supervisor.

Individuals considering enrollment must have excellent written and oral communication skills and reading and critical thinking skills. Basic computer skills, including keyboarding, are strongly recommended prior to enrollment.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
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<tr>
<td>A.S. Degree</td>
<td>Humanities Requirement</td>
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<td>A.S. Degree</td>
<td>Oral Communication Requirement</td>
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<td>A.S. Degree</td>
<td>Social/Behavioral Science Requirement</td>
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<td>Written Communication Requirement</td>
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**MAJOR COURSES**

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<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
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<tr>
<td>CJT 1110</td>
<td>Introduction to Crime Scene Technology</td>
<td>3</td>
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<td>CJT 1111</td>
<td>Advanced Crime Scene Technology</td>
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<tr>
<td>CJT 1112</td>
<td>Crime Scene Safety</td>
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<tr>
<td>CJT 1113</td>
<td>Courtroom Presentation of Evidence</td>
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<tr>
<td>CJT 1141</td>
<td>Introduction to Forensic Science</td>
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<tr>
<td>CJT 1220</td>
<td>Crime Scene Photography 1</td>
<td>3</td>
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<td>CJT 1221</td>
<td>Crime Scene Photography 2</td>
<td>3</td>
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<tr>
<td>CJT 1240</td>
<td>Fingerprint Classification</td>
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<tr>
<td>CJT 1241</td>
<td>Latent Fingerprint Development</td>
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**TECHNICAL ELECTIVES**

<table>
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<tbody>
<tr>
<td>BSCC 1084</td>
<td>Survey of Human Anatomy and Physiology</td>
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<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>American Criminal Justice</td>
<td>3</td>
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<tr>
<td>CCJ 1100</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
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<td>CCJ 2022</td>
<td>Critical Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2650</td>
<td>Drugs, Alcohol and Crime</td>
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<td>CJD 2301</td>
<td>Ethics in Criminal Justice</td>
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<tr>
<td>CJL 1400</td>
<td>Criminal Procedures</td>
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<tr>
<td>CJT 2100</td>
<td>Criminal Investigation</td>
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<td>DSC 1005</td>
<td>Terrorism in Today’s World</td>
<td>3</td>
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<tr>
<td>ENC 2210</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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<td>OST 2335</td>
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<td>PSC 1321</td>
<td>Physical Science Survey 1</td>
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<tr>
<td>SOW 1051</td>
<td>Human Service Experience 1</td>
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<tr>
<td>SOW 1052</td>
<td>Human Service Experience 2</td>
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</table>

**TOTAL CREDIT HOURS: 60**

### Database Technology

**Associate in Science – Code: DBAS**

This program is designed to prepare students for careers in the database administration or the Geographic Information Systems profession. The program provides students the choice to follow one of three options: Oracle Certified Database Administrator, Microsoft Certified Database Administrator, or the Geographic Information Systems options.

Both the Oracle and Microsoft database tracks provide the foundation for obtaining the industry recognized certifications. Oracle and Microsoft databases are among the most sophisticated databases currently available and are used by large corporations to store corporate-wide information. These databases provide for multiple-user access, control of the level of user access, and the development of specific procedures for accessing information.

The Geographic Information Systems (GIS) option provides the opportunity to study the emerging field of spatial databases. Opportunities for employment with experience in GIS are plentiful, including federal and state agencies, local authorities, and a wide range of private businesses such as marketing, engineering, transportation, and environmental firms. This option offers a core of GIS courses supported with an advanced database class.

Opportunities for employment include state and federal government agencies, medium-to-large corporations, Internet-based companies and educational institutions. The college also participates in the Oracle Academic Initiative (OAI). This is a partnership between the Oracle Corporation and educational institutions. This partnership provides the students access to the major Oracle tools. The OAI also provides discounts to faculty and students for training, exam preparation and testing.

The common core courses provide training in the basic concepts of computing technology, including, operating systems, computer programming, database techniques, analysis and design, computer hardware, networking, and common user applications.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
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<tr>
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<td><strong>Credits Needed: 15</strong></td>
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</tr>
<tr>
<td>A.S. Degree</td>
<td>Computation Requirement</td>
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<td>A.S. Degree</td>
<td>Humanities Requirement</td>
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</tr>
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<td>A.S. Degree</td>
<td>Oral Communication Requirement</td>
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<td>A.S. Degree</td>
<td>Social/Behavioral Science Requirement</td>
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<td>A.S. Degree</td>
<td>Written Communication Requirement</td>
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**COMPUTER PROGRAMS – CORE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
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<tbody>
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<td>Beginning PC Repair</td>
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</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
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</tr>
<tr>
<td>CGS 2263</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Database Techniques</td>
<td>3</td>
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<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
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<td>CTS 1171</td>
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<tr>
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<td>Information Technology Project Management</td>
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**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
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</thead>
<tbody>
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<td>COP 1340</td>
<td>UNIX Fundamentals</td>
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<td>CEN 2514</td>
<td>UNIX System Administration</td>
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</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Programming</td>
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**ORACLE CERTIFIED DATABASE ADMINISTRATOR OPTION**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>COP 2740</td>
<td>Introduction to Oracle SQL and Pt.</td>
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<td>COP 2741</td>
<td>Oracle Database Fundamentals 1</td>
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<td>COP 2742</td>
<td>Oracle Database Fundamentals 2</td>
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<td>COP 2744</td>
<td>Oracle Performance Tuning</td>
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**MICROSOFT CERTIFIED DATABASE ADMINISTRATOR OPTION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
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</thead>
<tbody>
<tr>
<td>CEN 1301</td>
<td>Microsoft Windows 2003 Server</td>
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<td>Microsoft Windows 2003 Network Infrastructure Administration</td>
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<td>Design and Implement Database with Microsoft SQL Server</td>
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Dental Hygiene – continued

**A.S. Degree**

**DEH 2804** Dental Hygiene 3 ........................................... 2
**DEH 2806** Dental Hygiene 4 ........................................... 2
**DEH 1003** Pre-Clinical Dental Hygiene ............................ 3
**DEH 1130** Oral Histology and Embryology ......................... 2
**DEH 2602** Periodontology ............................................... 2
**DEHL 1800** Dental Hygiene Clinic 1 ................................... 3
**DEHL 1802** Dental Hygiene Clinic 2 ................................... 1
**DEHL 2701** Community Dental Health 2 .............................. 1
**DEHL 2804** Dental Hygiene Clinic 3 ................................... 4
**DEHL 2806** Dental Hygiene Clinic 4 ................................... 5
**DES 1020** Head, Neck and Dental Anatomy ......................... 2
**DES 1051** Dental Pharmacology/Pain Control ....................... 1
**DES 1200** Dental Radiography .......................................... 2
**DES 1502** Dental Office Management ................................ 1
**DES 1600** Office Emergencies .......................................... 1
**DES 1800** Introduction to Clinical Procedures ....................... 2
**DES 1840** Preventive Dentistry ......................................... 2
**DES 2100** Dental Materials .............................................. 2
**DESC 2830** Expanded Functions for Dental Auxiliaries ........... 2
**DES 1020** Head, Neck and Dental Anatomy Lab ..................... 1
**DES 1200** Dental Radiology Lab ....................................... 1
**DES 1800** Introduction to Clinical Procedures Lab .................. 1
**DES 2100** Dental Materials Lab ....................................... 1

**SUPPORT COURSES**

**BSCC 1084** Survey of Human Anatomy and Physiology ........... 4
**HSC 1000** Introduction to Health Care ................................ 3
**HUN 1201** Essentials of Nutrition .................................... 3
**MCBC 2010** Microbiology ............................................... 4

**TOTAL CREDIT HOURS: 88**

**Note:** A grade of “C” or above is necessary in each major course for progression and graduation.

**Dental Hygiene – continued**

This program prepares students for careers as dental hygienists. Dental hygienists focus on preventing and treating oral diseases – both to protect teeth and gums and also to protect patients’ total health. The primary career setting is private dental practice; however, careers in public health, sales, management and education are available. Graduates are prepared for national, state, or regional board exams required for a license to practice. Graduates are eligible to receive certification in expanded functions recognized by the Florida Board of Dentistry.

The dental hygienist is a licensed preventive oral health professional who provides educational, clinical, and therapeutic services to the public. In order to become prepared to perform these services, the dental hygienist requires an extensive educational background. Dental hygiene courses include oral health education and preventive counseling, patient management, clinical dental hygiene, community dental health, ethical aspects of dental hygiene practice and the dental sciences.

Students have extensive supervised instruction in pre-clinical and clinical practice providing services to patients. Services include evaluation of patients’ dental health, removal of deposits from above and below the gum line, application of preventative agents such as fluoride and sealants, application of therapeutic agents such as chlorhexidine and antibiotics, instruction of patients on oral health matters including nutrition counseling, exposure and development of dental radiographs.

Admission to the Dental Hygiene program is limited. Admission requirements are listed in the program application packet available in the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

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**MAJOR COURSES**

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**TOTAL CREDIT HOURS: 63**

**Associate in Science – Code: DHAS**

**Humanities Requirement** ................................. 3

**CHM 1025** College Chemistry ............................... 3
**CHML 1025** College Chemistry Laboratory .................. 1
**ENC 1101** Communications 1 ................................ 3
**PSY 2012** General Psychology 1 ............................. 3
**SPC 2600** Fundamentals of Speech Communication .......... 3
**SYG 2000** Introduction to Sociology ........................ 3

**TOTAL CREDIT HOURS: 19**

**Database Technology – continued**

**GIS**

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**OR**

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**TOTAL CREDIT HOURS: 63**

**ASSOCIATE IN SCIENCE DEGREE – 65**

**SUPPORT COURSES**

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<td>HUN 1201</td>
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<td>MCBC 2010</td>
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**TOTAL CREDIT HOURS: 88**

**Note:** A grade of “C” or above is necessary in each major course for progression and graduation.
Digital Television/Digital Media Production
(Digital Television and Media Production)

Associate in Science – Code: DTAS

This hands-on, skills-based program enables students to develop competencies in fields where television, computers and the Internet converge. Students produce broadcast quality television in the studios of WBCC TV and on location, using professional digital cameras and editing facilities. Digital Media combine the best practices from existing disciplines (photography, video, audio recording and graphics) with an aggressive approach to learning about new tools, techniques and concepts in preparation for entry into the digital media workplace.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation Requirement ......................................................... 3
Humanities Requirement .......................................................... 3
Oral Communication Requirement ............................................. 3
Social/Behavioral Science Requirement ...................................... 3
Written Communication Requirement ......................................... 3

MAJOR COURSES Credits Needed: 37
PGYC 2801 Digital Imaging 1 ..................................................... 3
PGYC 2802 Digital Imaging 2 ..................................................... 3
PGYC 1110 Basic Color Photography ......................................... 3
PGYC 1401 Photography 1 ....................................................... 3
PGYC 1610 Photожournalism ................................................... 3
PGYC 1800 Photography with Digital Camera ............................. 3
PGYC 2210 Portraiture ............................................................. 3
PGYC 2801 Digital Imaging 1 ..................................................... 3
PGYC 2802 Digital Imaging 2 ..................................................... 3
PGYC 1110 Basic Color Photography ......................................... 3
PGYC 1610 Photожournalism ................................................... 3
PGYC 1800 Photography with Digital Camera ............................. 3
PGYC 2210 Portraiture ............................................................. 3
PGYC 2801 Digital Imaging 1 ..................................................... 3
PGYC 2802 Digital Imaging 2 ..................................................... 3

TOTAL CREDIT HOURS: 64

Drafting and Design Technology

Associate in Science – Code: DRAS

This program provides competency in computer-aided drafting and design technology for students who desire employment in the design field upon graduation.

Technical drafters work in close association with engineers, designers, scientists, technical writers, production personnel, and salespersons to help design new products. Technical drafters translate ideas, sketches, calculations, and specifications into complete, accurate working drawings used by skilled craftspersons in the manufacture of products.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation Requirement ......................................................... 3
Humanities Requirement .......................................................... 3
Oral Communication Requirement ............................................. 3
Written Communication Requirement ......................................... 3

MAJOR COURSES Credits Needed: 32
ETDC 1540 Civil Drafting ......................................................... 4
ETDC 2320 AutoCAD Fundamentals ............................................ 4
ETDC 2328 Microstation 2D ...................................................... 4
ETDC 2351 AutoCAD Applications ............................................. 4
ETDC 2355 AutoCAD 3D ........................................................... 4
ETDC 2542 Advanced Civil Drafting ............................................ 4
TARC 1120 Architectural Drafting .............................................. 4
TARC 2122 Advanced Architectural Drafting ................................. 4

SUPPORT COURSES Credits Needed: 6
CGS 2100 Microcomputer Applications ....................................... 3
ENC 1102 Communications 2 .................................................... 3
ENC 2210 Technical Writing ..................................................... 3
OST 2335 Business Communications ......................................... 3

TOTAL CREDIT HOURS: 62

Upon request, departmental certificates of completion will be awarded in the following areas upon successful completion of these photography courses (see instructor).

PHOTOJOURNALISM CERTIFICATE Credits Needed: 15
PGYC 1110 Basic Color Photography ......................................... 3
PGYC 1610 Photожournalism ................................................... 3
PGYC 1800 Photography with Digital Camera ............................. 3
PGYC 2210 Portraiture ............................................................. 3
PGYC 2801 Digital Imaging 1 ..................................................... 3
PGYC 2802 Digital Imaging 2 ..................................................... 3

TARC 1120 Architectural Drafting .............................................. 4
TARC 2122 Advanced Architectural Drafting ................................. 4

SUPPORT COURSES Credits Needed: 6
CGS 2100 Microcomputer Applications ....................................... 3
ENC 1102 Communications 2 .................................................... 3
ENC 2210 Technical Writing ..................................................... 3
OST 2335 Business Communications ......................................... 3

TOTAL CREDIT HOURS: 62

TECHNICAL ELECTIVES Credits Needed: 9
CGS 1871 Multimedia Presentations ............................................ 3
CTS 1101 Introduction to Windows .............................................. 1
EET 1003 Introduction to Electronics ......................................... 3
ETDC 2322 Pro-E Fundamentals ................................................. 4
ETDC 2356 Microstation 3D ...................................................... 4
G1S 1041 Survey of GIS and GPS .............................................. 1
G1S 2040 Fundamentals of Geographic Information Systems .......... 3
GRAC 2163 3D Modeling .......................................................... 3

TOTAL CREDIT HOURS: 62

ASSOCIATE IN SCIENCE DEGREE—66
Early Childhood Education
Associate in Science – Code: CCAS

This program prepares students to work as preschool teachers, child development curriculum coordinators, and child development center directors in both private and public child development programs. A student who completes this degree will also be able to transfer several courses into the Early Childhood degree at most universities.

This program includes the coursework to earn the state-approved Child Development Associate Equivalency (CDAE) Certificate with the completion of EEC 1001, Introduction to Early Childhood Education, EEC 1214, Early Childhood Curriculum, and EEC 2710, Conflict Resolution in Early Childhood Education. If pursuing this credential, students should enroll in these courses first.

The completion of these three courses also meets the coursework requirement for the Child Care Worker Certification for the State of Florida.

The Montessori Specialization will provide students with an American Montessori Society (AMS) Early Childhood Associate Credential. Students would be able to teach children 3-6 years old in Montessori schools throughout the United States. The Montessori Accreditation Council for Teacher Education (MACTE) accredits the Montessori Specialization.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

NOTE: In addition to the required courses, it is suggested that participants have a current certificate in First Aid and Infant and Child CPR. This certification must be earned no earlier than one term prior to graduation.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation/Natural Science Requirement ................................. 3
Humanities Requirement .................................................. 3
ENC 1101 Communications 1 ................................................. 3
SPC 2600 Fundamentals of Speech Communication ....................... 3
PSY 2012 General Psychology 1 .............................................. 3
OR
SYG 2000 Introduction to Sociology

MAJOR COURSES Credits Needed: 12
ARE 2000 Early Childhood Art and Creativity ................................ 3
CHD 1220 Child Growth and Development .................................. 3
CHD 1800 Foundations of Child Care and Education Administration . 3
MUE 2211 Early Childhood Music and Movement .......................... 3

TRADITIONAL CHILD DEVELOPMENT OPTION Credits Needed: 24
*EEC 1001 Introduction to Early Childhood Education .................. 3
*EEC 1200 Early Childhood Curriculum ..................................... 3
*EEC 2710 Conflict Resolution in Early Childhood ......................... 3
EEC 2734 Health, Safety and Nutrition for Young Children .............. 3
CHD 1200 Infant/Toddler Development ....................................... 3
CHD 2336 Science, Math and Literacy for Young Children ............... 3
CHD 2440 Child Care Practicum 1* .......................................... 3
EEC 2010 Introduction to Special Education .................................. 3

* These courses meet the Child Development Associate Equivalency requirement for the State of Florida.

MONTESSORI SPECIALIZATION

CERTIFICATION OPTION Credits Needed: 24
Option Code – CCASMON
EEC 1006 Montessori Philosophy ............................................ 3
EEC 2530 Montessori Curriculum 1 .......................................... 6
EEC 2532 Montessori Curriculum 2 .......................................... 5
EEC 2940 Montessori Teaching Practicum 1 ................................ 5
EEC 2941 Montessori Teaching Practicum 2 ................................ 5

SUPPORT COURSES Credits Needed: 12
Elective (select any college credit course) .................................... 1-3
EDF 1005 Introduction to Education ............................................ 3
EDG 2701 Teaching Diverse Populations ..................................... 3
EME 2040 Technology for Educators .......................................... 3

TOTAL CREDIT HOURS: 63

Emergency Medical Services
Associate in Science – Code: EMAS

This program includes credits earned in the EMT and Paramedic programs. Completers of this degree program are eligible for state licensing as an EMT and subsequently for state licensing as a paramedic. Graduates are qualified to work as basic or advanced providers in ambulances, hospital emergency rooms, intensive care units, and emergency helicopter transport agencies, and may also qualify for management positions.

Admission to the Emergency Medical Services program is limited. Admission requirements for the program are in the application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

All A.S. degree-seeking students must be Florida certified as an EMT and complete a COAEMSP accredited Paramedic program, satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation Requirement .................................................... 3
Humanities Requirement ...................................................... 3
Oral Communication Requirement ........................................... 3
Social/Behavioral Science Requirement ...................................... 3
Written Communication Requirement ...................................... 3

EMERGENCY MEDICAL TECHNOLOGY Credits Needed: 11
EMS 1119 Emergency Medical Technology (Didactic) .................... 6
EMS 1411 Emergency Medical Technology Hospital Practicum .......... 2
EMS 1421 Emergency Medical Technology Ambulance Practicum ...... 2
EMSL 1119 Emergency Medical Technology Laboratory ................ 1

PARAMEDIC Credits Needed: 43
EMS 2601 Paramedic* ......................................................... 8
EMS 2602 Advanced Paramedic* ............................................. 8
EMS 2644 Paramedic Hospital Practicum* .................................. 4
EMS 2645 Advanced Paramedic Hospital Practicum ....................... 4
EMS 2654 Paramedic Ambulance Practicum* .............................. 3
EMS 2655 Advanced Paramedic Ambulance* ............................... 3
EMS 2659 Advanced Paramedic Ambulance Internship* ................. 9
EMSL 2601 Paramedic Laboratory* ......................................... 2
EMSL 2602 Advanced Paramedic Laboratory* ............................ 2

* Students holding a current Florida Paramedic license may receive credit for these courses with verification of graduation from a joint review committee accredited program.

SUPPORT COURSES Credits Needed: 4
BSCC 1084 Survey of Human Anatomy and Physiology ................ 4

TOTAL CREDIT HOURS: 73

Note: A grade of “C” or above is necessary in each major course for progression and graduation.
Fire Science Technology
Associate in Science – Code: FRAS
This program prepares students for the occupation of firefighting. Students learn the theory of fire science as well as practical application. Courses are also utilized to qualify fire personnel for career advancement. Entrance recommendations: 1) High School graduate or academic equivalent; 2) Interest and aptitude in the fire fighting field.

Vocational training in fire fighting minimum standards is offered in two 225-hour modules for persons interested in pursuing a career in the fire service. Students who have received a State of Florida Fire Fighting certificate and minimum standards training consisting of at least 360-clock hours may request credit for FFP 1000.

Qualified students who have received technical or vocational training from the Florida State Fire College may receive course waiver for those courses identified through the Articulation Agreement. Credit may also be received for courses through credit by exam. Contact the Fire Science Coordinator for additional information, qualifications, requirements and testing.

Admission to the Fire Science Technology program is limited. Admission requirements for the program are listed in the program admission packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7565 or visit the Health Science web site at www.brevardcc.edu for more information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation/Natural Science Requirement .................................................. 3
Humanities Requirement .............................................................................. 3
Oral Communication Requirement ............................................................... 3
Social/Behavioral Science Requirement ......................................................... 3
Written Communication Requirement ........................................................... 3

MAJOR COURSES Credits Needed: 18
FFP 1000 Introduction to Fire Science ............................................................. 3
FFP 2505 Fundamentals of Fire Prevention .................................................. 3
FFP 2720 Company Officer Leadership ....................................................... 3
FFP 2770 Ethical and Legal Issues for the Fire Service .................................. 3
FFP 2780 Fire Department Administration, Management and Supervision ........ 3
FFP 2810 Fire Fighting Tactics Strategy ........................................................ 3

TECHNICAL ELECTIVES Credits Needed: 27
FFP 1070 Marine Fire Fighting for Land Based Firefighters ........................ 3
FFP 1304 Aerial Operations ........................................................................ 3
FFP 1793 Fire & Safety Educator Level 1 ....................................................... 3
FFP 2111 Fire Chemistry .............................................................................. 3
FFP 2120 Building Construction and Codes .................................................. 3
FFP 2301 Fire Hydraulics ............................................................................. 3
FFP 2302 Fire Apparatus Operator ............................................................... 3
FFP 2510 Fire Protection Codes and Standards ............................................. 3
FFP 2521 Plans Examination and Blueprint Reading ..................................... 3
FFP 2540 Fire Protection Systems and Extinguishing Agents ...................... 3
FFP 2610 Origin and Cause ......................................................................... 3
FFP 2740 Fire Service Instructor .................................................................. 3
FFP 2741 Fire Service Course Design ........................................................... 3
FFP 2811 Fire Fighting Tactics and Strategy 2 .............................................. 3

TOTAL CREDIT HOURS: 60

These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Officer I Certification Examination: FFP 2120, FFP 2505, FFP 2810, FFP 2540, FFP 2720, FFP 2740 and FFP 2811.

These courses are part of the curriculum required by the Bureau of Fire Standards and Training for Fire Officer II Option: FFP 2111, FFP 2780, FFP 2741 and FFP 2770.

These courses will satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Inspector Certification Examination: FFP 2120, FFP 2505, FFP 2510, FFP 2521 and FFP 2540. Must also satisfy Florida Statutes 633.081.

Fire Officer I and Fire Officer II may have additional course and testing requirements. Contact the Fire Science Coordinator for details at (321) 433-7565.

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Graphics Technology
Associate in Science – Code: GDAS
This program meets the current and future needs of computer graphic artists and designers. The curriculum emphasizes design and communication skills. These skills are developed in a computer production environment using current industry standard software.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation Requirement ........................................................................... 3
Humanities Requirement ................................................................................ 3
Oral Communication Requirement ................................................................ 3
Social/Behavioral Science Requirement ........................................................ 3
Written Communication Requirement ........................................................... 3

MAJOR COURSES Credits Needed: 40
ARTC 1201 Two-Dimensional Design ............................................................ 3
ARTC 1300 Drawing ...................................................................................... 3
CEN 2522 Internet and New Technologies .................................................... 3
GRAC 1100 Principles of Graphic Design ..................................................... 3
GRAC 1160 2D Animation ............................................................................ 3
GRAC 1710 Videography ............................................................................. 3
GRAC 2120 Page Design and Layout ............................................................ 3
GRAC 2150 Raster Graphics ........................................................................ 3
GRAC 2156 Vector Graphics ....................................................................... 3
GRAC 2157 Integrated Design ..................................................................... 3
GRAC 2162 3D Animation .......................................................................... 3
GRAC 2180 Portfolio Development ............................................................... 3
GRAC 2201 Digital Prepress ......................................................................... 3
GRAC 2582 e-Media ..................................................................................... 3

TECHNICAL ELECTIVES Credits Needed: 9
ARTC 1330 Drawing 2 .................................................................................. 3
CGS 1871 Multimedia Presentations ............................................................. 3
CGS 2823 Dynamic Server Pages ................................................................. 3
GRAC 1203 Digital Type and Color ............................................................... 3
GRAC 1143 Creative Computer Media .......................................................... 3
GRAC 2163 3D Modeling ............................................................................ 3

TOTAL CREDIT HOURS: 64
**Interior Design Technology**  
**Associate in Science – Code: IDAS**

This program prepares students for employment in an interior design business, architectural or construction firm leading to state licensing and registration as an interior designer. Interior design goes far beyond decorating. Interior designers impact peoples daily lives by creating custom residential, commercial and leisure environments. The curriculum includes instruction on drafting equipment, CAD programs, non-textile building materials, furnishings, fixtures, equipment used in interior design and more. The interior designer is a licensed professional in Florida. Education and work experience along with passage of the state examination (NCIDQ) are the requirements to become a licensed interior designer in Florida.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**  
**Credits Needed: 15**

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**MAJOR COURSES**  
**Credits Needed: 52**

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**TECHNICAL ELECTIVES**  
**Credits Needed: 3**

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<tr>
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<td>IND 2150</td>
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<td>PGCY 2801</td>
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<td>SLS 1101</td>
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</table>

**TOTAL CREDIT HOURS: 70**

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**Internet Services Technology**  
**Associate in Science – Code: ITAS**

This program prepares students to provide technology infrastructure support for companies that use E-Business or E-Commerce technologies. The core courses provide training in the basic concepts, which underlie computing technology, computer programming, database techniques, analysis and design, common user applications, web applications development and the Internet infrastructure.

All A.S. degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**  
**Credits Needed: 15**

<table>
<thead>
<tr>
<th>Course</th>
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<td>Computation Requirement</td>
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**COMPUTER PROGRAMS – CORE COURSES**  
**Credits Needed: 24**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>CTS 1171</td>
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**MAJOR COURSES**  
**Credits Needed: 24**

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<tr>
<th>Course</th>
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**TOTAL CREDIT HOURS: 63**
Medical Laboratory Technology  
Associate in Science – Code: MLAS  
This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite, 670, Chicago, IL 60631 - (773) 714-8880. Upon completion of this program, the student will be eligible to take the examination for national certification and is eligible for state license as required by the Florida Clinical Laboratory Law.

Admission to the Medical Laboratory Technology program is limited. Admission requirements for the program are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing and mathematics.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>Credits Needed: 15</th>
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<tbody>
<tr>
<td>Computation Requirement</td>
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<td>Hematology 3</td>
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<td>MLT 1331</td>
<td>Serology and Coagulation 3</td>
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<td>MLT 1440</td>
<td>Parasitology and Mycology 2</td>
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<td>MLT 1525</td>
<td>Immunohematology 3</td>
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<td>MLT 1610</td>
<td>Clinical Chemistry 3</td>
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<td>MLT 2401</td>
<td>Medical Microbiology 3</td>
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<td>Clinical Instrumentation 3</td>
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<td>Immunohematology Laboratory 1</td>
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<td>MLTL 1610</td>
<td>Clinical Chemistry Laboratory 1</td>
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<td>MLTL 1803</td>
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<td>General Chemistry 2 Laboratory 1</td>
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<td>HSC 1641</td>
<td>Medical Law, Ethics and Bioethics 2</td>
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**TOTAL CREDIT HOURS: 76**

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Networking Services Technology
(Network Administrator)
Associate in Science – Code: CNAS
This program provides students with the training necessary to install, maintain, and troubleshoot computer networks. The curriculum includes both hands-on experience and theoretical knowledge. The student will gain general, as well as, specific network knowledge as it pertains to the "industry standard" network software. Both LAN and WAN technologies are addressed in the program through software and hardware related course offerings. The students will develop skills in multi-user/multi-process operating systems, troubleshooting (hardware component level), network protocols, network administration management, and client-server application administration. Graduates will be prepared to take certification exams in current networking operating systems and technologies. Typical positions for graduates of this program include entry-level network or system administration.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>Credits Needed: 15</th>
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<tbody>
<tr>
<td>Computation Requirement</td>
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<tr>
<td>Humanities Requirement</td>
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<td>Social/Behavioral Science Requirement</td>
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<th>COMPUTER PROGRAMS – CORE COURSES</th>
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<tbody>
<tr>
<td>CETC 1172</td>
<td>Beginning PC Repair 3</td>
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<tr>
<td>CGS 1000</td>
<td>Introduction to Computers 3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications 3</td>
</tr>
<tr>
<td>CGS 2263</td>
<td>Network + 3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Database Techniques 3</td>
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<tr>
<td>COP 2822</td>
<td>Web Page Authoring 3</td>
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<tr>
<td>CTS 1171</td>
<td>Windows XP Professional 3</td>
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<tr>
<td>CTS 1701</td>
<td>Information Technology Project Management 3</td>
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<table>
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<tr>
<th>MAJOR COURSES</th>
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<tr>
<td>CEN 1301</td>
<td>Microsoft Windows 2003 Server 3</td>
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<tr>
<td>CEN 1325</td>
<td>Microsoft Windows 2003 Network Infrastructure Administration 3</td>
</tr>
<tr>
<td>CET 1610</td>
<td>Cisco Router Technology 3</td>
</tr>
<tr>
<td>CET 2615</td>
<td>Cisco Advanced Router Technology 3</td>
</tr>
<tr>
<td>CET 2660</td>
<td>Network Security Fundamentals 3</td>
</tr>
<tr>
<td>CETC 1174</td>
<td>Advanced PC Repair 3</td>
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<tr>
<td>CTS 2761</td>
<td>Microsoft Exchange Server 2003 3</td>
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<tr>
<th>TECHNICAL ELECTIVES</th>
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<tr>
<td>COP 1000</td>
<td>Principles of Programming 3</td>
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<tr>
<td>COP 1340</td>
<td>UNIX Fundamentals 3</td>
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**TOTAL CREDIT HOURS: 63**
Nursing (RN)
Associate in Science – Code: NUAS
This program prepares students for entry-level positions as professional registered nurses. The practice of professional nursing means the performance of those acts requiring substantial specialized knowledge, judgment and nursing skill based upon applied principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based upon the individual’s educational preparation and experience in nursing.

Upon completion of the program the student may make application to take the State Board of Nursing Examination for Registered Nurses NCLEX-RN.

Admission to the Nursing program is limited. Admission requirements for the program are in the application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 16
Humanities Requirement ................................. 3
ENC 1101 Communications 1 ............................. 3
PSY 2012 General Psychology 1 .......................... 3
SPC 2600 Fundamentals of Speech Communication .......... 3
BSCC 2085 Human Anatomy and Physiology 1 ............... 4

MAJOR COURSES Credits Needed: 42
NUR 1020 Fundamentals of Nursing .......................... 5
NUR 1213 Basic Medical-Surgical Nursing ...................... 5
NUR 2241 Advanced Medical-Surgical Nursing ................. 5
NUR 2463 Nursing Care of the Childbearing Family .......... 2
NUR 2522 Nursing Care of the Psychiatric Client ............. 1
NUR 2801 Nursing Leadership and Management ............... 1
NUR 2813 Nursing Issues and Trends ........................... 2
NUR 2930 Nursing Elective .................................. 1
NURC 1141 Nursing Pharmacology 1 .......................... 1
NURC 1142 Nursing Pharmacology 2 .......................... 2
NURL 1020 Fundamentals Clinical Laboratory .................. 4
NURL 1213 Basic Medical-Surgical Clinical Laboratory ........ 4
NURL 2241 Adv. Medical-Surgical Nursing Clinical Laboratory ... 4
NURL 2463 Childbearing Family Clinical Laboratory .......... 1
NURL 2522 Psychiatric Client Clinical Laboratory .......... 1
NURL 2801 Leadership and Management Clinical Laboratory .... 3

SUPPORT COURSES Credits Needed: 14
BSCC 2086 Human Anatomy and Physiology 2 ................ 4
DEP 2004 Developmental Psychology of the Life Span ........ 3
MCBC 2010 Microbiology ..................................... 4
MAC 1105 College Algebra ..................................... 3
MAT 1033 Intermediate Algebra .............................. 3
SYG 2000 Introduction to Sociology .......................... 3

TOTAL CREDIT HOURS: 72

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Nursing RN – continued
Transition to Associate Degree Nursing

The Transition to Associate Degree Nursing Program is designed for qualified Florida-licensed practical nurses, paramedics, or registered/certified respiratory therapists who wish to be awarded advanced standing in the BCC Associate in Science Degree in Nursing. To qualify, the following admission criteria must be met:

1. Completion of the following courses with a grade of “C” or better:
   - BSCC 2085 Human Anatomy and Physiology 1 ............... 4
   - BSCC 2086 Human Anatomy and Physiology 2 ............... 4
   - DEP 2004 Developmental Psychology of the Life Span ........ 3
   - ENC 1101 Communications 1 .................................. 3
   - MAC 1105 College Algebra ..................................... 4
   - OR
   - MAT 1033 Intermediate Algebra .............................. 3
   - SYG 2000 Introduction to Sociology .......................... 3

2. Active Florida License
3. One year or more of work experience in field of licensure
4. Physical examination supporting good health
5. Satisfactory performance on pre-admission test. A fee may be charged for the testing service.
6. Nursing Committee approval

Total Credits: 24

Upon successful completion of the above, the student is admitted into the Associate Degree Nursing program.

Upon successful completion of the Transition Course and Transition Clinical Lab, the student will be awarded 10 additional Credit Hours for the degree. These 10 credits substitute for NUR 1020, NURL 1020, NUR 1213 and NURL 1213.

Total Credits: 10

Admission to the Nursing program is limited. Admission requirements for the program are in the application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

GENERAL EDUCATION COURSES Credits Needed: 6
Humanities Requirement ..................................... 3
SPC 2600 Fundamentals of Speech Communication .......... 3

MAJOR COURSES Credits Needed: 32
NUR 2241 Advanced Medical-Surgical Nursing .................. 5
NUR 2463 Nursing Care of the Childbearing Family ............. 5
NUR 2522 Nursing Care of the Psychiatric Client ............... 1
NUR 2801 Nursing Leadership and Management ............... 1
NUR 2813 Nursing Issues and Trends ........................... 2
NUR 2930 Nursing Elective .................................. 1
NURC 1003 Transition Course .................................. 5
NURC 1141 Nursing Pharmacology 1 .......................... 1
NURC 1142 Nursing Pharmacology 2 .......................... 2
NURL 2241 Advanced Medical-Surgical Nursing Clinical Lab ... 4
NURL 2463 Childbearing Family Clinical Lab ..................... 1
NURL 2522 Psychiatric Client Clinical Lab ....................... 1
NURL 2701 Transition Clinical Lab ................................ 3
NURL 2801 Leadership and Management Clinical Lab .......... 3

TOTAL CREDIT HOURS: 72
Office Administration

Associate in Science – Code: OFAS

This program prepares students for office employment. Upon completion of the first year of study, students will be prepared for an entry-level office job and may receive an Office Systems Technology Certificate. The second year of study offers further skill development as well as business and general education courses enabling the student to advance in an office career. Students with appropriate education in typewriting and/or shorthand may substitute a higher level office technology course. The Office Administration program has three options from which to choose – General, Legal, and Medical. Students who have completed typing and shorthand in the Brevard County Public School system should check the articulation agreement under the program graduation section of the catalog. Entrance recommendations: Above-average grades in high school English.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 15
Computation Requirement .............................................. 3
Humanities Requirement ................................................ 3
Oral Communication Requirement ......................... 3
Written Communication Requirement .......... 3
Social/Behavioral Science Requirement ......................... 3

GENERAL OPTION MAJOR COURSES Credits Needed: 34
Option Code – OFAS
OST 1100 Beginning Computer Keyboarding ................. 3
OST 1711 Word Processing 1 .......................................... 3
MTB 1103 Business Mathematics .................................. 3
OST 1110 Intermediate Computer Keyboard ................. 3
OST 1601 Machine Transcription 1 ................................. 3
OST 1602 Machine Transcription 2 ................................. 3
OST 1811 Desktop Publishing ....................................... 3
OST 2321 Electronic Calculator ................................. 1
OST 2335 Business Communications ......................... 3
OST 2355 Records Management and Filing .......... 3
OST 2402 Office Procedures ........................................ 3
OST 2760 Word Processing 2 ........................................ 3

SUPPORT COURSES Credits Needed: 6
CGS 2100 Microcomputer Applications ..................... 3
ACG 2021 Financial Accounting ................................. 3
OR
APA 2001 Career Accounting ....................................... 3

TECHNICAL ELECTIVES FOR GENERAL OPTION Credits Needed: 8
CGS 1560 Introduction to the Computer - Windows .... 1
COA 1100 Consumer Finance ....................................... 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3
GEB 1011 Introduction to Business ......................... 3
MAN 2021 Business Management Principles ......... 3

TECHNICAL ELECTIVES FOR LEGAL OPTION Credits Needed: 8
BUL 2241 Business Law .............................................. 3
CGS 1560 Introduction to the Computer - Windows .... 1
COA 1100 Consumer Finance ....................................... 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3
GEB 1011 Introduction to Business ......................... 3
MAN 2021 Business Management Principles ......... 3
MTB 1103 Business Mathematics .................................. 3
OCA 2505 Introduction to Personal Financial Management ..
OST 1053 Career Planning/Resume Preparation .......... 1
OST 1311 Introduction to Spreadsheets .................. 1
OST 1582 Ethics at Work ............................................ 3
OST 1794 Introduction to the Internet ...................... 1
OST 1810 Business Presentations ......................... 1
OST 1826 Introduction to Business Graphics .......... 1
OST 2491 Office Systems Technology Internship 1 .... 3
OST 2492 Office Systems Technology Internship 2 .... 3
OST 2905 Current Topics in Office Administration .... 1

TECHNICAL ELECTIVES FOR MEDICAL OPTION Credits Needed: 8
HSC 1531 Medical Terminology ................................ 2
OST 1811 Desktop Publishing .................................. 1
OST 2335 Business Communications ......................... 3
OST 2355 Records Management and Filing .......... 3
OST 2760 Word Processing 2 ........................................ 3
OST 1100 Beginning Computer Keyboarding ................. 3
OST 1455 Medical Billing and Coding ....................... 3
OST 1611 Medical Machine Transcription 1 ................. 3
OST 1612 Medical Machine Transcription 2 ................. 3
OST 1711 Word Processing 1 .......................................... 3
OST 2139 Medical Keyboarding .................................. 3
OST 2321 Electronic Calculator ................................. 1
OST 2461 Medical Office Procedures ......................... 3

LEGAL OPTION MAJOR COURSES Credits Needed: 34
Option Code – OFASMED
OST 1100 Beginning Computer Keyboarding ................. 3
OST 1435 Legal Terminology ........................................ 3
OST 1621 Legal Machine Transcription 1 ......................... 3
OST 1622 Legal Machine Transcription 2 ......................... 3
OST 1711 Word Processing 1 .......................................... 3
OST 1811 Desktop Publishing ...................................... 3
OST 2131 Legal Keyboarding ........................................ 3
OST 2321 Electronic Calculator ........................................ 1
OST 2335 Business Communications ......................... 3
OST 2355 Records Management and Filing .......... 3
OST 2431 Legal Office Procedures ................................. 3
OST 2760 Word Processing 2 ........................................ 3

TECHNICAL ELECTIVES FOR MEDICAL OPTION Credits Needed: 6
CGS 1560 Introduction to the Computer - Windows .... 1
COA 1100 Consumer Finance ....................................... 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3
GEB 1011 Introduction to Business ......................... 3
MAN 2021 Business Management Principles ......... 3
MTB 1103 Business Mathematics .................................. 3
OCA 2505 Introduction to Personal Financial Management ..
OST 1053 Career Planning/Resume Preparation .......... 1
OST 1311 Introduction to Spreadsheets .................. 1
OST 1582 Ethics at Work ............................................ 3
OST 1794 Introduction to the Internet ...................... 1
OST 1810 Business Presentations ......................... 1
OST 1826 Introduction to Business Graphics .......... 1
OST 2491 Office Systems Technology Internship 1 .... 3
OST 2492 Office Systems Technology Internship 2 .... 3
OST 2905 Current Topics in Office Administration .... 1

TOTAL CREDIT HOURS: 63
Paralegal
(Legal Assisting)
Associate in Science – Code: LGAS
This program provides graduates with the knowledge and skills that are necessary to assist attorneys in the practice of law. Paralegal duties may include legal research; drafting of memoranda, legal forms, and correspondence; client interviews, case investigation and witness interviews; case and practice management; as well as participation in trials. Paralegals work in traditional private law firms, agencies of the state and national government, offices for criminal prosecution and criminal defense, and the legal departments of corporations involved in banking, insurance, real estate, and technology.

The Paralegal Program is offered through traditional on-campus classes in the day and in the evening. Law classes are available through distance learning, and an internship affords the student an opportunity to gain practical experience in a real world setting.

Graduates are eligible to become certified through successful completion of the certification examination from the National Association of Legal Assistants.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

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<tr>
<th>Course</th>
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<td>3</td>
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<tr>
<td>PLA 1104 Legal Research</td>
<td>3</td>
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<tr>
<td>PLA 1114 Legal Writing</td>
<td>3</td>
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<tr>
<td>PLA 1423 Contracts</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1611 Property Law</td>
<td>3</td>
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<tr>
<td>PLA 2203 Civil Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2273 Torts</td>
<td>3</td>
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<td>PLA 2433 Business Organizations</td>
<td>3</td>
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<td>PLA 2940 Internship</td>
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**SUPPORT COURSES**

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**TECHNICAL ELECTIVES**

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<tr>
<td>OST 2131 Legal Keyboarding</td>
<td>3</td>
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<tr>
<td>PLA 1465 Bankruptcy</td>
<td>3</td>
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<tr>
<td>PLA 2223 Advanced Litigation and Discovery</td>
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<td>PLA 2263 Evidence</td>
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<td>PLA 2308 Criminal Procedure</td>
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<td>PLA 2601 Wills and Trusts</td>
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<td>PLA 2602 Probate, Trust and Guardianship Administration</td>
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<td>PLA 2612 Real Estate Transactions and Closings</td>
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<td>PLA 2800 Family Law</td>
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<tr>
<td>PLA 2932 Special Topics</td>
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<tr>
<td>REE 1040 Real Estate Principles and Law</td>
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**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
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<tbody>
<tr>
<td>PLA 2612 Real Estate Transactions and Closings</td>
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<tr>
<td>PLA 2602 Probate, Trust and Guardianship Administration</td>
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</tr>
<tr>
<td>PLA 2763 Law Office Management</td>
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<tr>
<td>PLA 2800 Family Law</td>
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<tr>
<td>PLA 2932 Special Topics</td>
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</table>

**TOTAL CREDIT HOURS: 64**

Radiography
Associate in Science – Code: RDAS
This program prepares the qualified student for employment as a technologist in diagnostic radiography. Graduates will be eligible to sit for the national certifying examination administered by the American Registry of Radiologic Technologists.

Admission to the Radiography program is limited. Admission requirements for the program are in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
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<tbody>
<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101 Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2600 Fundamentals of Speech Communication</td>
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**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BSCC 1010 General Biology</td>
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<tr>
<td>BSCC 2085 Human Anatomy and Physiology 1</td>
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<td>BSCC 2086 Human Anatomy and Physiology 2</td>
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<tr>
<td>CGS 1000 Introduction to Computers</td>
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</tr>
<tr>
<td>HSC 1000 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>2</td>
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<tr>
<td>RTE 1000 Clinical Seminar</td>
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<tr>
<td>RTE 1365 Radiation Health Physics</td>
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<tr>
<td>RTE 1418 Radiographic Exposure 1</td>
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<tr>
<td>RTE 1457 Radiographic Exposure 2</td>
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</tr>
<tr>
<td>RTE 1503 Radiographic Procedures 1</td>
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<td>RTE 1513 Radiographic Procedures 2</td>
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<tr>
<td>RTE 1804 Radiographic Clinical Education 1</td>
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</tr>
<tr>
<td>RTE 1814 Radiographic Clinical Education 2</td>
<td>2</td>
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<tr>
<td>RTE 1824 Radiographic Clinical Education 3</td>
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<tr>
<td>RTE 2473 Radiographic Quality Assurance/Quality Control</td>
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<tr>
<td>RTE 2563 Radiographic Procedures 3</td>
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<tr>
<td>RTE 2762 Cross Sectional Anatomy</td>
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</tr>
<tr>
<td>RTE 2782 Pathology for Radiographers</td>
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<tr>
<td>RTE 2834 Radiographic Clinical Education 4</td>
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<tr>
<td>RTE 2844 Radiographic Clinical Education 5</td>
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<td>RTE 2854 Radiographic Clinical Education 6</td>
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<tr>
<td>RTE 2931 Radiologic Science Seminar</td>
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<tr>
<td>RTE 1418 Radiographic Exposure 1 Laboratory</td>
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<tr>
<td>RTE 1503 Radiographic Procedures 1 Laboratory</td>
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<tr>
<td>RTE 1513 Radiographic Procedures 2 Laboratory</td>
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</table>

**TOTAL CREDIT HOURS: 77**

Note: A grade of “C” or above is necessary in each major course for progression and graduation.
Veterinary Technology
Associate in Science – Code: VTAS

This program is a full-time two-year associate in science degree program. The curriculum includes relevant general education courses, veterinary technology, and veterinary support courses. Students complete at least two years of academic study including clinical practice under the supervision of BCC faculty in the college’s veterinary technology building and designated external clinical sites. General education courses and support courses may be completed prior to admission to the program or concurrently with program courses. Completion of all general education courses prior to program application will result in bonus points aiding selection to this program (details in program application packet).

After successful completion of the Veterinary Technology program and national and state boards, the graduate may apply for state certification in veterinary technology.

Admission to the Veterinary Technology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.brevardcc.edu for more information.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
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<tbody>
<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Social/Behavioral Science Requirement</td>
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<tr>
<td>Written Communication Requirement</td>
<td>3</td>
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<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2600 Fundamentals of Speech Communication</td>
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**MAJOR COURSES**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ATE 1110 Animal Anatomy</td>
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<tr>
<td>ATE 1211 Animal Physiology</td>
<td>3</td>
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<tr>
<td>ATE 1635 Principles of Nutrition for the Veterinary Technician</td>
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<td>ATE 1636 Large Animal Clinical and Nursing Skills</td>
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<tr>
<td>ATE 1742 Applied Veterinary Medical Terminology</td>
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<tr>
<td>ATE 1943 Veterinary Work Experience 1</td>
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<tr>
<td>ATE 1944 Veterinary Work Experience 2</td>
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<tr>
<td>ATE 2613 Small Animal Diseases and Pharmacology 1</td>
<td>3</td>
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<tr>
<td>ATE 2614 Small Animal Diseases and Pharmacology 2</td>
<td>3</td>
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<tr>
<td>ATE 2632 Veterinary Surgical Nursing</td>
<td>3</td>
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<tr>
<td>ATE 2638 Animal Clinical Pathology 1</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2639 Clinical Pathology 2</td>
<td>3</td>
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<tr>
<td>ATE 2654 Advanced Anesthesia, Surgery and Radiology</td>
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<tr>
<td>ATE 2661 Large Animal Diseases</td>
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<tr>
<td>ATE 2710 Emergency Medicine for Animals</td>
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<tr>
<td>ATE 2722 Avian and Exotic Pet Medicine</td>
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<tr>
<td>ATE 2945 Veterinary Work Experience 3</td>
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<tr>
<td>ATE 2946 Veterinary Work Experience 4</td>
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<tr>
<td>ATEC 1671 Medicine of Laboratory Animals</td>
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<tr>
<td>ATEL 1110 Animal Anatomy Laboratory</td>
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<tr>
<td>ATEL 1311 Veterinary Office Procedures</td>
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<tr>
<td>ATEL 1650 Intro. to Exam Room and Clinical Procedures Lab</td>
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<tr>
<td>ATEL 1652 Intro. to Anesthesia, Surgery and Radiology Lab</td>
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<tr>
<td>ATEL 2501 Professional Development and Ethics Seminar</td>
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<tr>
<td>ATEL 2613 Small Animal Diseases and Pharmacology 1 Lab</td>
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<tr>
<td>ATEL 2614 Small Animal Diseases and Pharmacology 2 Lab</td>
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<tr>
<td>ATEL 2632 Veterinary Surgical Nursing Laboratory</td>
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<tr>
<td>ATEL 2638 Animal Clinical Pathology 1 Laboratory</td>
<td>2</td>
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<tr>
<td>ATEL 2639 Clinical Pathology 2 Laboratory</td>
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<td>ATEL 2654 Advanced Anesthesia, Surgery and Radiology Lab</td>
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<td>ATEL 2656 Large Animal Clinical and Nursing Skills Lab</td>
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**TOTAL CREDIT HOURS: 73**

Note: A grade of “C” or above is necessary for both final exams and courses in the major progression and graduation.
Aerospace Technology
Associate in Applied Science – Code: ATAA
This program prepares students for employment as aerospace technicians who assemble, service, test, operate, and repair systems associated with both expendable and reusable space launch vehicles, payloads, related laboratories and ground support equipment. This program also provides supplemental training for persons previously or currently employed in this industry. Instruction is designed to qualify students for certification as an aerospace technician in various skill areas. Graduates may also qualify for many applied-technology jobs such as testing, fabrication, assembly, production, repair and manufacturing.

All A.S. and A.A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES
Credits Needed: 15
- Humanities Requirement
- Social/Behavioral Requirement
- ENC 1101 Communications 1
- PSC 1341 Physical Science for Today’s World
- SPC 2600 Fundamentals of Speech Communication

MAJOR COURSES
Credits Needed: 46
- AFRC 1100 Introduction to the Aerospace Workplace
- EETC 1005 Basic Electricity/Electronics
- ETIC 2856 Aerospace Structural Fabrication 2
- ETIC 1832 Materials and Processes 1
- ETIC 1850 Aerospace Systems 1
- ETIC 1852 Aerospce Tests and Measurements
- ETIC 1853 Aerospace Safety and Quality
- ETIC 1855 Aerospace Structural Fabrication 1
- ETIC 2411 Technical Task Analysis/Implementation
- ETIC 2831 Aerospace Systems 2
- ETMC 2318 Aerospace Fluid Systems
- CGS 1000 Introduction to Computers
- MTB 1321 Technical Mathematics
- ETD 2941 Internship

ADDITIONAL PROFESSIONAL DEVELOPMENT COURSES
Credits Needed: 9
(These courses are not required to complete the A.A.S. degree)
- AFR 1250 Evolution of the Aerospace Industry
- AFR 1251 Aerospace Technician Profession
- AFR 1252 Spaceport Operations and Maintenance
- ENC 2210 Technical Writing
- ETD 1931 Special Topics

TOTAL CREDIT HOURS: 70
For application and program information contact:
Aerospace Programs at (321) 433-7754 or 433-7751
e-mail to aerospace@brevardcc.edu
www.brevardcc.edu/spaceport

Business Administration
Associate in Applied Science – Code: BUAA
This program qualifies graduates for entry-level positions in a wide range of organizations. Students learn fundamentals appropriate for all types of business firms. Marketing, accounting, finance, law, management, and the application of modern technology are emphasized.

All A.A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing and mathematics.

GENERAL EDUCATION COURSES
Credits Needed: 15
- Computation Requirement
- Humanities Requirement
- Oral Communication Requirement
- Social/Behavioral Science Requirement
- Written Communication Requirement

BUSINESS ADMINISTRATION CORE
Credits Needed: 27
- ACG 2021 Financial Accounting
- ACG 2071 Managerial Accounting 1
- BUL 2241 Business Law 1
- CGS 2100 Microcomputer Applications
- ECO 2013 Principles of Economics 1 (Macroeconomics)
- ECO 2023 Principles of Economics 2 (Microeconomics)
- GEB 1011 Introduction to Business
- MAN 2021 Business Management Principles
- MAR 1011 Marketing Principles

TECHNICAL ELECTIVES
Credits Needed: 22
Selected technical electives can be used to earn additional certificates in Accounting, Electronic Commerce and/or Marketing. See College Credit Certificates listed in the catalog.
- ACG 2450 Accounting Information Systems
- ACG 2071 Managerial Accounting 1
- BUL 2241 Business Law 2
- CGS 1000 Introduction to Computers
- CGS 2571 Microcomputer Applications Advanced
- COP 2822 Web Page Authoring
- ENC 1102 Communications 2
- FIN 1100 Personal Finance
- FIN 2000 Principles of Finance
- GEB 1350 Introduction to International Business
- HFT 1000 Introduction to the Hospitality, Travel and Tourism Industry

TOTAL CREDIT HOURS: 64

ASSOCIATE IN APPLIED SCIENCE DEGREE – 75
### Criminal Justice Technology

**Associate in Applied Science – Code: CJAA**

This program is designed for students interested in broadening their knowledge of criminal justice and field professionals seeking incentive benefits, career enhancement, or to increase their on-the-job competence. Many of the credits earned may be transferable to a baccalaureate degree program.

All A.A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

#### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Humanities Requirement</td>
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<td>Oral Communication Requirement</td>
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<td>Social/Behavioral Science Requirement</td>
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<td>Written Communication Requirement</td>
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<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
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<td>CCJ 1020</td>
<td>American Criminal Justice</td>
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<td>CCJ 1452</td>
<td>Criminal Justice Administration</td>
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<td>CCJ 2650</td>
<td>Drugs, Alcohol and Crime</td>
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<td>CJC 2000</td>
<td>American Corrections</td>
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<tr>
<td>CJL 1400</td>
<td>Criminal Procedures</td>
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<td>CJL 2401</td>
<td>Criminal Law</td>
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<tr>
<td>POS 2041</td>
<td>American National Government</td>
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<td>POS 2112</td>
<td>State and Local Government</td>
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#### SUPPORT COURSES

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<th>Course Title</th>
<th>Credits</th>
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<td>Microcomputer Applications</td>
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<tr>
<td>HSC 2400</td>
<td>First Aid and Safety</td>
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<tr>
<td>CCJ 2948</td>
<td>Service-Learning Field Studies 1</td>
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<tr>
<td>SOW 1051</td>
<td>Human Service Experience</td>
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#### TECHNICAL ELECTIVES

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<td>Introduction to Law Enforcement</td>
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<td>CCJ 2022</td>
<td>Critical Issues in Criminal Justice</td>
<td>3</td>
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<tr>
<td>CCJ 2191</td>
<td>Criminal Justice Practitioners (Human Behavior)</td>
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<tr>
<td>CJC 2162</td>
<td>Community Corrections</td>
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<tr>
<td>CJD 2301</td>
<td>Ethics in Criminal Justice</td>
<td>3</td>
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<tr>
<td>CJE 1440</td>
<td>Crime Prevention</td>
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<tr>
<td>CJJ 1540</td>
<td>Juvenile Delinquency</td>
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<tr>
<td>CJT 1110</td>
<td>Introduction to Crime Scene Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJT 1111</td>
<td>Advanced Crime Scene Technology</td>
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<tr>
<td>CJT 1112</td>
<td>Crime Scene Safety</td>
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<tr>
<td>CJT 1800</td>
<td>Introduction to Private Security</td>
<td>3</td>
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<td>CJT 2100</td>
<td>Criminal Investigation</td>
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<tr>
<td>DSC 1005</td>
<td>Terrorism in Today's World</td>
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<td>DSC 1003</td>
<td>Foundation of Homeland Security</td>
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<td>DSC 1032</td>
<td>Preparation and Response for Terrorism</td>
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<td>DSC 1035</td>
<td>Recognition and Investigation of Terrorism</td>
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<tr>
<td>SOW 2054</td>
<td>Community Involvement</td>
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</table>

**TOTAL CREDIT HOURS: 64**

Note: Students who graduate from BCC or another law enforcement or corrections academy, and successfully complete the Florida State exam, will satisfy the technical electives block upon the following:

- Must enroll in the A.A.S. Criminal Justice Technology degree and<br>complete all admission requirements for the program<br>- Must complete all major courses in the program<br>- Upon completion of major courses, must apply to the Dean, Criminal Justice Center for verification of state licensure and submittal of request for waiver of the technical elective courses

### Electronics Engineering Technology

**Associate in Applied Science – Code: EEAA**

This broad scope program, designed in cooperation with local area industries, prepares students for high technology jobs in all electronic fields. Students receive training in electronic fundamentals and theory, use of electronic test equipment, analog and digital circuit design and fabrication, military standard through-hole and surface-mount soldering and re-work, computer utilization for documentation and design, microprocessor assembly programming and microcomputer design, and analog and digital communications. Positions obtained by graduates include advanced repair technician, junior engineer (technologist, engineer’s assistant), cleanroom technician in semiconductor manufacturing, biomedical repair technician, computer-aided design engineer, and cellular telephone repair technician.

Basic skills remediation can be scheduled one semester before entering the program, if needed. Students may enter the program at the start of any term based on availability of classes.

All A.A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required college-preparatory courses in reading, writing, and mathematics.

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<tr>
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<td>3</td>
<td></td>
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<tr>
<td>Written Communication Requirement</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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#### MAJOR COURSES

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<td>CETC 1132</td>
<td>Microprocessor Fundamentals</td>
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<td>CETC 2146</td>
<td>Microprocessor Design</td>
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<tr>
<td>EETC 1015</td>
<td>Circuit Fundamentals 1</td>
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<td>EETC 1025</td>
<td>Circuit Fundamentals 2</td>
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<tr>
<td>EETC 1141</td>
<td>Analog Devices</td>
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<tr>
<td>EETC 1142</td>
<td>Analog Circuits</td>
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<tr>
<td>EETC 1610</td>
<td>Through-Hole and Surface-Mount Soldering</td>
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<td>EETC 2325</td>
<td>Electronic Communication Systems</td>
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#### SUPPORT COURSES

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CETC 2179</td>
<td>A+ Test Preparation*</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
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<tr>
<td>COP 1000</td>
<td>Principles of Programming*</td>
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* Or approved elective

#### TECHNICAL ELECTIVES

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
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<tr>
<td>EET 1003</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EETC 2215</td>
<td>Instrumentation and Control Systems</td>
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<td>EETC 2245</td>
<td>Instrumentation Systems</td>
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<td>EETC 2724</td>
<td>Schematic Capture and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>EETC 2930</td>
<td>Project Management and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>ESTC 1240</td>
<td>Fiber Optic Terminations</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1716</td>
<td>Cleanroom Procedures</td>
<td>1</td>
</tr>
<tr>
<td>ETI 2718</td>
<td>Cleanroom Contamination Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 68**
A.T.D. & C.C.C. REQUIREMENTS

Applied Technology Diploma - A.T.D.
The Applied Technology Diploma consists of a course of study that is part of an Associate in Science (A.S.) or an Associate in Applied Science Degree (A.A.S.), is less than 60 credit hours, is approximately 50% technical components (non-general education), and leads to employment in a specific career field.

College Credit Certificate (C.C.C.)
The College Credit Certificate is a series of college-credit courses that prepares students for entry-level employment in specific career fields or for career advancement. Upon completion of the Certificate program, students continuing their education in the related A.S. or A.A.S. degree program may have the credit applied toward the A.S. or A.A.S. degree as noted in specific catalog listings. A high school diploma (or GED) is a requirement for admission.

Graduation Requirements
The College Credit Certificate and Applied Technology Diploma are awarded to students who have satisfactorily completed specific college credit courses and have:
1. Met all admissions requirements to the college.
2. A cumulative GPA of 2.0 or higher in the courses that comprise the certificate.
3. Filed an Intent to Graduate Application on or before the published deadline. This includes an advisor’s signature and the payment of graduation fee.
4. Removed all financial obligations to the College. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Financial Aid
Not all A.T.D. and C.C.C. programs are eligible for financial aid. See page 45 for a list of eligible programs.

Emergency Medical Technician - Basic
Applied Technology Diploma – Code: EMTD
A one-semester college credit applied technology diploma program in pre-hospital emergency medical care designed for persons involved in rescue, ambulance attendants, and persons involved in emergency care of the sick or injured. Upon successful completion, the student is eligible to take the National Registry examination. CPR Certification is a prerequisite.

Admission to the Emergency Medical Technician program is limited. Admission requirements are in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technology (Didactic)</td>
<td>6</td>
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<tr>
<td>EMS 1411</td>
<td>Emergency Medical Technology Hospital Practicum</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1421</td>
<td>Emergency Medical Technology Ambulance Practicum</td>
<td>2</td>
</tr>
<tr>
<td>EMSL 1119</td>
<td>Emergency Medical Technology Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 11

Medical Clinical Laboratory Technician
Applied Technology Diploma – Code: MLTD
This applied technology diploma is available to any student who has an A.A. or A.S. degree or higher from a regionally accredited institution and to foreign students who are eligible to sit for a national certification exam, based on a review of their foreign credits. Upon completion of the program, the student will receive an A.T.D. and be eligible to take the examination for national certification and is eligible for state license as required by the Florida Clinical Laboratory Law. When students apply for national examination, they must submit a transcript showing that they have earned an A.A. or A.S. degree or higher and a BCC transcript showing that they have an A.T.D. in Medical Laboratory Technology. A student must also have 8 hours of biology and 8 hours of chemistry at a level that will transfer to an upper division university to be granted a state license at the technologist level.

Admission to the Medical Clinical Laboratory Technician program is limited. Admission requirements for the program are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 1040</td>
<td>Laboratory Specimens and Microscopy</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1300</td>
<td>Hematology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1331</td>
<td>Serology and Coagulation</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1440</td>
<td>Parasitology and Mycology</td>
<td>2</td>
</tr>
<tr>
<td>MLT 1525</td>
<td>Immunohematology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1610</td>
<td>Clinical Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>MLT 2401</td>
<td>Medical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 2760</td>
<td>Clinical Instrumentation</td>
<td>3</td>
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<td>MLT 2930</td>
<td>Pathology Seminar</td>
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</tr>
<tr>
<td>MLTL 1040</td>
<td>Laboratory Specimens and Microscopy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MLTL 1300</td>
<td>Hematology Laboratory</td>
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</tr>
<tr>
<td>MLTL 1331</td>
<td>Serology and Coagulation Laboratory</td>
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<td>MLTL 1525</td>
<td>Immunohematology Laboratory</td>
<td>1</td>
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<tr>
<td>MLTL 1610</td>
<td>Clinical Chemistry Laboratory</td>
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</tr>
<tr>
<td>MLTL 1803</td>
<td>Clinical Practicum 1</td>
<td>1</td>
</tr>
<tr>
<td>MLTL 1804</td>
<td>Clinical Practicum 2</td>
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<tr>
<td>MLTL 2401</td>
<td>Medical Microbiology Laboratory</td>
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<tr>
<td>MLTL 2806</td>
<td>Clinical Practicum 3</td>
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</table>

TOTAL CREDIT HOURS: 40

Note: A grade of “C” or above is necessary in each major course for progression and to receive diploma.
Accounting Technology Management
College Credit Certificate – Code: AACC
This certificate program prepares students with job-entry employment skills for accounting positions in business, industry, and public service sectors. This program enables the student to receive a college credit certificate and to demonstrate job-entry proficiency.

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 27
ACG 2021 Financial Accounting .......................... 3
ACG 2071 Managerial Accounting ........................ 3
ACG 2100 Intermediate Accounting ........................ 3
ACG 2450 Accounting Information Systems .............. 3
BUL 2241 Business Law .................................. 3
CGS 2100 Microcomputer Applications .................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3
FIN 2000 Principles of Finance ............................ 3
TAX 2000 Federal Tax Accounting 1 ....................... 3

TOTAL CREDIT HOURS: 27

Accounting Technology Operations
College Credit Certificate – Code: AOCC
The purpose of this program is to prepare students for entry-level accounting employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures and theories of organizing and maintaining financial records and preparing financial reports.

MAJOR COURSES Credits Needed: 18
ACG 2021 Financial Accounting .......................... 3
ACG 2071 Managerial Accounting ........................ 3
ACG 2100 Intermediate Accounting ........................ 3
ACG 2450 Accounting Information Systems .............. 3
CGS 2100 Microcomputer Applications .................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3

TOTAL CREDIT HOURS: 18

Accounting Technology Specialist
College Credit Certificate – Code: ASCC
The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces students to the process of data entry into an accounting information system and includes the preparation, presentation and analysis of business reports.

MAJOR COURSES Credits Needed: 12
ACG 2021 Financial Accounting .......................... 3
ACG 2450 Accounting Information Systems .............. 3
CGS 2100 Microcomputer Applications .................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3

TOTAL CREDIT HOURS: 12

AutoCAD Foundations
College Credit Certificate – Code: AFCC
This certificate program teaches the skills needed to operate the hardware and software involving Computer Aided Drafting (CAD). Some of the topics covered include emphasis on the 3-D environment, wire frame and solids modeling, and land development drawings utilizing CAD.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 15
ETDC 2320 AutoCAD Fundamentals ........................ 4
ETDC 2351 AutoCAD Applications ........................ 4
ETDC 2355 AutoCAD 3D .................................. 4
ETDC 1540 Civil Drafting ................................ 4
CGS 2100 Microcomputer Applications .................. 3

TOTAL CREDIT HOURS: 15

Broadcast Production
College Credit Certificate – Code: BDCC
This certificate program develops the essential studio and location production skills; camera, sound, writing, editing, adding an overview of historical and contemporary media development. Students develop informational and investigative writing and interviewing skills. Special emphasis is placed on producing and directing documentary and news style programs.

MAJOR COURSES Credits Needed: 24
RTV 1000 Survey of Broadcasting .......................... 3
RTV 1241 Television Studio Production ..................... 3
RTV 1245 Video Field Production ........................... 3
RTV 2100 Writing for Electronic Media ...................... 3
RTV 2242 Advanced Studio Production ..................... 3
RTV 2246 Advanced Video Field Production ............... 3
RTV 2300 Broadcast News Production ..................... 3
RTV 2940 WBCC-TV Practicum/Radio or TV ............... 3

TOTAL CREDIT HOURS: 24

Business Management
College Credit Certificate – Code: BMCC
This certificate program qualifies graduates for positions in a wide range of organizations. Students learn important fundamentals appropriate for all types of business. Marketing, accounting, finance, law, management, and the application of modern technology are emphasized.

Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 24
ACG 2021 Financial Accounting .......................... 3
ACG 2071 Managerial Accounting 1 ....................... 3
BUL 2241 Business Law 1 ................................ 3
CGS 2100 Microcomputer Applications .................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) 3
ECO 2023 Principles of Economics 2 (Microeconomics) 3
MAN 2021 Business Management Principles ............. 3
GEB 1011 Introduction to Business ........................ 3
MAR 1011 Marketing Principles ............................ 3

TOTAL CREDIT HOURS: 24
## Chemical Laboratory Specialist

**College Credit Certificate – Code: CLCC**

This certificate program prepares students for employment as laboratory technicians or to provide supplemental training for persons previously or currently employed in these occupations. CPT testing is a requirement for this certificate.

The curriculum includes, but is not limited to, development of chemical and other scientific skills, mathematics and computer competence, communication skills, and safe and efficient work practices. After completion of the certificate program, the student will be able to assist chemists and chemical engineers by performing chemical and physical laboratory tests for various purposes such as quality control monitoring of on-going production operations, research and development, and the maintenance of health and safety standards in the laboratory.

### MAJOR COURSES Credits Needed: 10

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSCC 1010</td>
<td>General Biology</td>
<td>4</td>
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<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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</table>

### BIOTECHNOLOGY OPTION Credits Needed: 27

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BSCC 1421</td>
<td>Introduction to Biotechnology</td>
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<tr>
<td>BSCC 1426</td>
<td>Introduction to Biotechnology Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSCC 2085</td>
<td>Human Anatomy and Physiology 1</td>
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<tr>
<td>CHM 1025</td>
<td>College Chemistry</td>
<td>3</td>
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<tr>
<td>CHM 1031</td>
<td>Physiological Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
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<tr>
<td>STA 2023</td>
<td>Statistics</td>
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### CHEMICAL LABORATORY OPTION Credits Needed: 27

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<td>Microcomputer Applications</td>
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<td>CHM 1045</td>
<td>General Chemistry 1</td>
<td>3</td>
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<tr>
<td>CHM 1046</td>
<td>General Chemistry 2</td>
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<tr>
<td>CHML 1045</td>
<td>General Chemistry 1 Laboratory</td>
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<td>CHML 1046</td>
<td>General Chemistry 2 Laboratory</td>
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<tr>
<td>Technical Electives</td>
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### SUPPORT COURSES FOR BIOTECHNOLOGY OPTION (Recommended)

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<td>CGS 2401</td>
<td>Microcomputer Applications</td>
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<tr>
<td>CHML 1025</td>
<td>College Chemistry Laboratory</td>
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<td>CHML 1031</td>
<td>Physiological Chemistry Laboratory</td>
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<tr>
<td>HSC 2400</td>
<td>First Aid and Safety</td>
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### TECHNICAL ELECTIVES

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<tr>
<td>BSCC 1011</td>
<td>Biology 2</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1015</td>
<td>Introduction to Chemistry</td>
<td>3</td>
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<tr>
<td>CHM 2210</td>
<td>Organic Chemistry 1</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2211</td>
<td>Organic Chemistry 2</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2948</td>
<td>Service-Learning Field Studies 1</td>
<td>1</td>
</tr>
<tr>
<td>CHML 2210</td>
<td>Organic Chemistry 1 Laboratory</td>
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</tr>
<tr>
<td>CHML 2211</td>
<td>Organic Chemistry 2 Laboratory</td>
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<tr>
<td>EVR 1001</td>
<td>Introduction to Environmental Sciences</td>
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<tr>
<td>LIS 2004</td>
<td>Introduction to Internet Research</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra</td>
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<tr>
<td>MAC 1147</td>
<td>Precalculus Algebra/Trigonometry</td>
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<tr>
<td>MAC 1233</td>
<td>Essentials of Calculus</td>
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<td>MCB 2010</td>
<td>Microbiology</td>
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<tr>
<td>OCBC 2013</td>
<td>Marine Biology</td>
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<td>OCE 1001</td>
<td>Oceanography</td>
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<tr>
<td>PHY 2048</td>
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<td>4</td>
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<td>PHY 2049</td>
<td>General Physics 2</td>
<td>4</td>
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<tr>
<td>PHYC 2053</td>
<td>College Physics 1</td>
<td>4</td>
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<td>PHYC 2054</td>
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<tr>
<td>PHYL 2049</td>
<td>General Physics 2 Laboratory</td>
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</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 37**

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## Child Development Early Intervention

**College Credit Certificate – Code: CHDI**

The certificate program offers a planned sequence of courses leading to the Child Development Early Intervention Certificate. This certificate is for persons interested in becoming paraprofessionals in the school system working with infants and pre-kindergarten children with disabilities and their families. Additionally, this program of study will prepare staff in early care and education centers to provide a developmentally appropriate program for infants, toddlers, and children and special needs. These courses may be applied toward the A.S. degree in Early Childhood Education.

This program includes the coursework to earn the state-approved Child Development Associate Equivalency (CDAE) Certificate with the completion of EEC 1001, Introduction to Early Childhood Education, EEC 1200, Early Childhood Curriculum, and EEC 2710, Conflict Resolution in Early Childhood. If pursuing this credential, students should enroll in these courses first.

The completion of these three courses also meets the coursework requirement for the Child Care Worker Certification for the State of Florida.

### MAJOR COURSES Credits Needed: 36

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*EEC 1001</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>*EEC 1200</td>
<td>Early Childhood Curriculum</td>
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</tr>
<tr>
<td>*EEC 2710</td>
<td>Conflict Resolution in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ARE 2000</td>
<td>Early Childhood Art and Creativity</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1200</td>
<td>Infant/Toddler Development</td>
<td>3</td>
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<tr>
<td>CHD 1220</td>
<td>Child Growth and Development</td>
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<tr>
<td>CHD 1800</td>
<td>Foundation of Child Care and Education Administration</td>
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<tr>
<td>CHD 2336</td>
<td>Science, Math and Literacy for Young Children</td>
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<td>CHD 2440</td>
<td>Child Care Practicum 1</td>
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<td>EEC 2734</td>
<td>Health, Safety, &amp; Nutrition for Young Children</td>
<td>3</td>
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<tr>
<td>EEX 2010</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>MUE 2211</td>
<td>Early Childhood Music and Movement</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 36**

*These courses meet the Child Development Associate Equivalency requirement for the State of Florida.

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## Cisco CCNA

**College Credit Certificate – Code: COCC**

This certificate is designed to prepare students to apply and understand the advanced principles, applications, and implementation of networking hardware. These four courses prepare students for the Cisco Certified Networking Associate examination.

### MAJOR COURSES Credits Needed: 12

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET 1610</td>
<td>Cisco Router Technology</td>
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<tr>
<td>CET 2615</td>
<td>Cisco Advanced Router Technology</td>
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</tr>
<tr>
<td>CET 2660</td>
<td>Network Security Fundamentals</td>
<td>3</td>
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<tr>
<td>CGS 2263</td>
<td>Network +</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS: 12**
Computer Programming
College Credit Certificate – Code: CPCC

This certificate program is designed to prepare students for entry-level program development and analysis in the computer environment. The core courses provide introduction to the computer, applications used on the microcomputer, and training in programming language, procedural logic and design. The computer languages are introduced in a progressive delivery starting with structured programming (sequential, iteration, and decision making) used in procedural language, and then progressing to object-oriented language and visual language. Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages, system analysis and applications.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 33
CGS 1000 Introduction to Computers ........................................ 3
CGS 2100 Microcomputer Applications .................................. 3
CIS 2321 Systems Analysis and Design .................................. 3
COP 1000 Principles of Programming ..................................... 3
COP 1332 Visual Basic Programming ..................................... 3
COP 2333 Visual Basic Programming Advanced .................... 3
COP 2334 C++ Programming ................................................ 3
COP 2335 C++ Programming Advanced ................................ 3
COP 2700 Database Techniques .......................................... 3
COP 2800 Introduction to Java Programming ......................... 3
COP 2805 Advanced Java Programming ................................. 3

TOTAL CREDIT HOURS: 33

Computer Specialist
College Credit Certificate – Code: CSCC

This certificate program is designed to prepare students to install, administer, configure, customize, optimize, and troubleshoot the Windows operating system in a network environment. These courses prepare students for Microsoft Certification examinations and Cisco Certificate examinations.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 27
CEN 1301 Microsoft Windows 2003 Server ............................. 3
CEN 1325 Microsoft Windows 2003 Network Infrastructure Administration .................................................. 3
CET 1610 Cisco Router Technology ......................................... 3
CET 2615 Cisco Advanced Router Technology ....................... 3
CGS 2263 Network + ............................................................. 3
COP 1340 UNIX Fundamentals ............................................. 3
CTS 1171 Windows XP Professional ....................................... 3
CTS 1701 Information Technology Project Management .......... 3
CTS 2761 Microsoft Exchange Server 2003 ............................ 3

TOTAL CREDIT HOURS: 27

Digital Video Fundamentals and Production
College Credit Certificate – Code: DVCC

This certificate program develops camera, lighting and non-linear editing skills necessary for producing professional digital video. Special emphasis is placed on advanced digital post-production techniques using software such as Photoshop and After Effects.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 12
PGYC 2801 Digital Imaging 1 .............................................. 3
PGYC 2802 Digital Imaging 2 .............................................. 3
RTV 1245 Video Field Production ....................................... 3
RTV 2246 Advanced Video Field Production ....................... 3

TOTAL CREDIT HOURS: 12

Drafting
College Credit Certificate – Code: DACC

This certificate program prepares students for employment as a designer/draftsman. The program is designed to give the student a broad base of drafting instruction and its application into various design professions. The curriculum uses the latest technological information methodology and standards relating to drafting design and construction. Previous drafting experience or permission from an instructor are needed to pursue courses for this certificate.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 24
ETDC 1540 Civil Drafting .................................................... 4
ETDC 2320 AutoCAD Fundamentals .................................... 4
ETDC 2351 AutoCAD Applications ...................................... 4
ETDC 2355 AutoCAD 3D ..................................................... 4
TARC 1120 Architectural Drafting ...................................... 4
TARC 2122 Advanced Architectural Drafting ....................... 4

TOTAL CREDIT HOURS: 24

Educational Assisting
College Credit Certificate – Code: EDCC

This certificate program for educators is recommended for para-professionals and substitute teachers; the certificate program for child care is recommended for individuals, workers, teachers or administrators who have no plans to enter the education system. This certificate does not translate to a teaching certificate.

This content includes, but is not limited to, general education and philosophy; child growth and development theories; psychological and sociological aspects of teaching the disadvantaged and handicapped; concepts and values of diversity in the classroom; behavior analysis; education processes and theories of learning; school procedures; school resources; educational clerical processes; test construction; interpretation, evaluation and grading; instructional delivery utilizing updated technology resources; leadership and human relations skills; and health and safety.

This program includes the coursework to earn the state-approved Child Development Associate Equivalency (CDAE) Certificate with the completion of EEC 1001, Introduction to Early Childhood Education, EEC1200, Early Childhood Curriculum, and EEC 2710, Conflict Resolution in Early Childhood.

If pursuing this credential students should enroll in these courses first. The completion of these three courses also meets the coursework requirement for the Child Care Worker Certification for the State of Florida.

MAJOR COURSES Credits Needed: 6
EDF 1005 Introduction to Education ..................................... 3
EME 2040 Technology for Educators ................................... 3

EDUCATORS OPTION .............................................. Credits Needed: 9
EDF 2030 Effective Classroom Management ....................... 3
EDG 2701 Teaching Diverse Populations ............................ 3
EDP 2002 Educational Psychology ....................................... 3

EARLY CHILDHOOD OPTION ..................................... Credits Needed: 9
*EEC 1001 Introduction to Early Childhood Education .......... 3
*EEC 1200 Early Childhood Curriculum ............................ 3
*EEC 2710 Conflict Resolution in Early Childhood ............... 3

*These courses meet the Child Development Associate Equivalency requirement for the State of Florida.

TOTAL CREDIT HOURS: 15
Electronic Commerce
College Credit Certificate – Code: ECCC
This certificate program gives students exposure to the technologies that underlie the Internet and the E-commerce environment, and provides experience in applying Web technologies to design and build E-commerce sites. Students will explore Internet culture and examine marketing theories of Internet business. Additionally, students will hone their computer, accounting, and presentation skills.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Credits earned in this certificate program will transfer into the A.A.S. degree in Business Administration.

MAJOR COURSES Credits Needed: 36
AGG 2021 Financial Accounting ........................................... 3
AGG 2071 Managerial Accounting ........................................... 3
BUL 2241 Business Law .......................................................... 3
CGS 2100 Microcomputer Applications ...................................... 3
COP 2822 Web Page Authoring ................................................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) ............ 3
ECO 2023 Principles of Economics 2 (Microeconomics) .......... 3
GEB 1011 Introduction to Business ........................................... 3
GEB 1350 Introduction to International Business ..................... 3
MAR 1011 Marketing Principles ............................................... 3
MAR 2721 Marketing on the Internet .......................................... 3
MNA 2821 Electronic Commerce Systems ................................ 3

TOTAL CREDIT HOURS: 36

Geographical Information Systems
College Credit Certificate – Code: GICC
This certificate program prepares student for employment as a geographic information systems (GIS) technician or provides GIS training to those currently employed in these occupations.

The curriculum includes basic computer skill classes, use of spatial databases for the storage of geographic data, creation of maps and analysis of spatial information, and related technologies of remote sensing and GPS and how they integrate with GIS. The classes provide extensive training with the popular ArcGIS software.

MAJOR COURSES Credits Needed: 18
CGS 1000 Introduction to Computers ........................................ 3
CGS 2100 Microcomputer Applications .................................... 3
COP 2700 Database Techniques ................................................. 3
GIS 2040 Fundamentals of Geographic Information Systems ...... 3
GIS 2060 Advanced Topics in Geographic Information Systems Software ................................................................. 3
GIS 2047 Applications of GIS, GPS and Remote Sensing ........... 3

TECHNICAL ELECTIVE Credits Needed: 3
COP 2740 Introduction to Oracle SQL and PL/SQL .................... 3
COP 2741 Oracle Database Fundamentals 1 .............................. 3
CTS 2811 Microsoft SQL Server 2000 ...................................... 3

TOTAL CREDIT HOURS: 21

Graphic Design Production
College Credit Certificate – Code: DPPCC
This certificate program is made up of eight courses within the Graphics Technology A.S. degree. These courses build on the Graphic Design Support Certificate. Within this certificate there is specific instruction about designing with type, creating page layouts and illustrations using multiple graphic applications. Products from this certificate are primarily for print; Illustrations, Composite Compositions and Digital Mechanics. Although still images for print are created, the principles and application skills are interchangeable with web development.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 24
ARTC 1300 Drawing .............................................................. 3
GRAC 1100 Principles of Graphic Design ................................... 3
GRAC 1203 Digital Type and Color ........................................... 3
GRAC 2120 Page Design and Layout ......................................... 3
GRAC 2150 Raster Graphics ..................................................... 3
GRAC 2156 Vector Graphics ...................................................... 3
GRAC 2157 Integrated Design ................................................... 3
GRAC 2201 Digital Prepress ..................................................... 3

TOTAL CREDIT HOURS: 24

Graphic Design Support
College Credit Certificate – Code: DSCC
This certificate program is made up of five courses that begin the Graphics Technology A.S. degree. These core courses hold essential information and build vital skills that are necessary to all related certificates. Included in the Graphic Design Support certificate is Digital Prepress, a class specifically for preparing files for print.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 15
ARTC 1300 Drawing .............................................................. 3
GRAC 1100 Principles of Graphic Design ................................... 3
GRAC 2150 Raster Graphics ..................................................... 3
GRAC 2156 Vector Graphics ...................................................... 3
GRAC 2201 Digital Prepress ..................................................... 3

TOTAL CREDIT HOURS: 15

Help Desk Specialist
College Credit Certificate – Code: HDCC
This certificate program prepares the student to become a support technician who will provide hands-on technical assistance such as computer repair and software installation. This certificate also prepares the student for industry certification. High tech companies have a continuing need for trained customer support specialists to staff the help desk, answer customer calls and provide timely assistance in solving technical problems.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

MAJOR COURSES Credits Needed: 18
CEN 1301 Microsoft Windows 2003 Server ................................ 3
CETC 1172 Beginning PC Repair .............................................. 3
CETC 1174 Advanced PC Repair .............................................. 3
CIS 1416 Help Desk Technical Support .................................. 3
CIS 1417 Help Desk Customer Support .................................. 3
CTS 1171 Windows XP Professional ......................................... 3

TOTAL CREDIT HOURS: 18
### Information Technology Technician
**College Credit Certificate – Code: ITCC**

This certificate is designed to prepare students for employment as information technology specialists, network control operators, data communications analysts, help desk specialists, network technicians, network systems technicians, network support specialists or microcomputer technicians. The courses are designed to provide supplemental training for persons previously or currently employed in these occupations.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 1301</td>
<td>Microsoft Windows 2003 Server</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610</td>
<td>Cisco Router Technology</td>
<td>3</td>
</tr>
<tr>
<td>CET 2615</td>
<td>Cisco Advanced Router Technology</td>
<td>3</td>
</tr>
<tr>
<td>CETC 1172</td>
<td>Beginning PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CETC 1174</td>
<td>Advanced PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2263</td>
<td>Network +</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1171</td>
<td>Windows XP Professional</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 21**

### Interactive Media Productions
**College Credit Certificate – Code: MPCC**

This certificate program is made up of eight courses within the Graphics Technology A.S. degree. These courses build on the Interactive Media Support Certificate. Within the certificate there is specific instructions about web site construction, web animation, nonlinear editing, and graphics for the web. Products from this certificate are web sites and stand alone animations and movies.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC 1300</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CEN 2522</td>
<td>Internet and New Technologies</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 1100</td>
<td>Principles of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 1160</td>
<td>2D Animation</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 1710</td>
<td>Videography</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 2150</td>
<td>Raster Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 2156</td>
<td>Vector Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRAC 2582</td>
<td>e-Media</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 24**

### Marketing Operations
**College Credit Certificate – Code: MOCC**

This certificate program is an intensive study of selling, advertising, and marketing combined with basic business courses. Students will learn what sells and why, who buys and when and how to package your message for the most effective results. A few specific skills include planning media strategy, examining basic principles of marketing in an international environment, and corporation stock and bond issues. Graduates are prepared for entry-level positions in the areas of marketing, customer service and sales.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Credits earned in this certificate program will transfer into the Associate in Applied Science (AAS) degree in Business Administration.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ADV 1000</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1011</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1302</td>
<td>Business Seminar/Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 1582</td>
<td>Ethics at Work</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Business Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLS 2261</td>
<td>Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 24**
Medical Information Coder/Biller
College Credit Certificate – Code: CDCC

This college credit certificate program prepares the student for entry level employment as a medical coder and/or biller in ambulatory/physician office/hospital outpatient settings. Medical Information/Medical Record Coding is the transformation of verbal descriptions of disease, injury and procedures into numerical designations. Universally recognized coding systems provide information for reimbursement of healthcare claims, medical statistics and research.

The Medical Coder/Biller is an integral member of the professional healthcare team and is needed almost every time a health care professional treats a patient. A Medical Coder/Biller is familiar with the anatomy and physiology of the human body and disease processes.

Typical responsibilities include:

• Analyzing medical records and assigning codes to diagnoses and procedures.
• Organizing records to be used for patient billing, insurance claims and account management.
• Tabulating information for health surveys, research studies and improved patient care.
• Communicating with other healthcare personnel to clarify diagnoses or obtain additional information.

Medical Coders/Billers are detail-oriented, analytical, and have exemplary organizational skills. If you fit this profile, a career in Medical Coding and Billing might be right for you!

Graduates are prepared and eligible to sit for 3 national certifications;

• Certified Coding Associate (CCA) exam - American Health Information Management Association www.ahima.org
• Certified Professional Coder-Apprentice (CPC-A) and/or Certified Professional Coder-Hospital-Apprentice (CPC-H-A) exams - American Academy of Professional Coders www.aapc.com

Admission to the Medical Information Coder/Biller program is limited. Admission requirements are in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.brevardcc.edu for more information.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1084</td>
<td>4</td>
<td>Survey of Human Anatomy and Physiology</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>3</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>HIM 1800</td>
<td>6</td>
<td>Professional Practice Experience</td>
</tr>
<tr>
<td>HIMC 1221</td>
<td>3</td>
<td>Introduction to ICD Coding Principles</td>
</tr>
<tr>
<td>HIMC 1223</td>
<td>3</td>
<td>Intermediate ICD Coding Applications</td>
</tr>
<tr>
<td>HIMC 1253</td>
<td>3</td>
<td>CPT Coding Principles and Practice</td>
</tr>
<tr>
<td>HIMC 1270</td>
<td>1</td>
<td>Insurance Billing and Reimbursement</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>3</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>2</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HSC 1554</td>
<td>2</td>
<td>Pathophysiology and Pharmacology</td>
</tr>
<tr>
<td>HSC 1641</td>
<td>2</td>
<td>Medical Law, Ethics and Bioethics</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 34

**Microcomputer Repairer/Installer**
College Credit Certificate – Code: MRCC

This certificate program is designed for students seeking employment in the computer repair field. The program provides a basic background in operating systems, computer systems and operations, and specific diagnostic and repair technologies. Students employed in this field can supplement and enhance their skills through a variety of offerings in state-of-the-art computer, electronics, and quality programs.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETC 1172</td>
<td>3</td>
</tr>
<tr>
<td>CETC 1174</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1416</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1417</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1171</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 15

**Office Specialist**
College Credit Certificate – Code: OSCC

This certificate program is composed of selected courses offered as a part of the Office Administration Program. It is designed to provide the student with the fundamentals in computer keyboarding, word processing, and computer applications that will be valuable to the student working in an office environment. An additional purpose of this program is to provide supplemental training for persons requiring training or retraining. Students may earn only one certificate.

**GENERAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>3</td>
</tr>
<tr>
<td>OST 1711</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>3</td>
</tr>
<tr>
<td>OST 2355</td>
<td>3</td>
</tr>
<tr>
<td>OST 2402</td>
<td>3</td>
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</table>

**LEGAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>3</td>
</tr>
<tr>
<td>OST 1435</td>
<td>3</td>
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<tr>
<td>OST 1711</td>
<td>3</td>
</tr>
<tr>
<td>OST 2131</td>
<td>3</td>
</tr>
<tr>
<td>OST 2431</td>
<td>3</td>
</tr>
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</table>

**MEDICAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>3</td>
</tr>
<tr>
<td>OST 1711</td>
<td>3</td>
</tr>
<tr>
<td>OST 2135</td>
<td>3</td>
</tr>
<tr>
<td>OST 2461</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 18

*Note: A grade of “C” or above is necessary in each major course for progression and to receive certificate.*
Oracle Certified Database Administrator
College Credit Certificate – Code: OACC
This certificate program provides students with the training necessary to maintain an Oracle database, and prepares students for the Oracle Database Administrations Certification. Oracle databases are among the most sophisticated databases currently available and are used by large corporations to store corporate-wide information. An Oracle database allows for multiple-user access, control of the level of user access, and the development of specific procedures for accessing information.
Opportunities for employment of students with experience in Oracle databases include state and federal government agencies, medium-to-large corporations and Internet-based companies.
Students may be required to take prerequisites or acquire consent from an instructor.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN 1301</td>
<td>Microsoft Windows 2003 Server</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEN 2514</td>
<td>UNIX System Administration</td>
<td>3</td>
</tr>
<tr>
<td>COP 2740</td>
<td>Introduction to Oracle SQL and PL/SQL</td>
<td>3</td>
</tr>
<tr>
<td>COP 2741</td>
<td>Oracle Database Fundamentals 1</td>
<td>3</td>
</tr>
<tr>
<td>COP 2742</td>
<td>Oracle Database Fundamentals 2</td>
<td>3</td>
</tr>
<tr>
<td>COP 2744</td>
<td>Oracle Performance Tuning</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 15

Television Studio Production
College Credit Certificate – Code: TVCC
This certificate program is designed to provide students with the basic skills required to produce broadcast quality television in the studio and professional video on location. Students learn studio and location lighting, multi-camera directing, audio recording and mixing, and digital video shooting and editing skills.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 1241</td>
<td>Television Studio Production</td>
</tr>
<tr>
<td>RTV 1245</td>
<td>Video Field Production</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced Studio Production</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Video Field Production</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 12

Web Development Specialist
College Credit Certificate – Code: WDCC
This certificate program provides the student with the knowledge and hands-on experience to perform system administration tasks for both popular industry databases and operating systems. This program also prepares the student to work with Open Source operating systems and databases. Typical entry-level positions for graduates of the program include junior DBA, junior Web Master and junior System Administrator.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>COP 1340</td>
<td>UNIX Fundamentals</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Database Techniques</td>
</tr>
<tr>
<td>COP 2701</td>
<td>Design and Implement Databases with Microsoft SQL Server</td>
</tr>
<tr>
<td>COP 2812</td>
<td>Introduction to XML</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
</tr>
<tr>
<td>COP 2825</td>
<td>Website Planning, Implementation and Management</td>
</tr>
<tr>
<td>COP 2830</td>
<td>Client Side Web Scripting</td>
</tr>
<tr>
<td>COP 2831</td>
<td>Server Side Web Scripting</td>
</tr>
<tr>
<td>CGS 2932</td>
<td>Special Topics in Computer Technology</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CGS 2941</td>
<td>Internship</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 35

Note: A grade of “C” or above is necessary in each course for progression and to receive certificate.
Postsecondary Adult Vocational Certificate (P.S.A.V.)

A Postsecondary Adult Vocational Certificate program consists of a series of vocational and/or college credit courses that prepare students for entry level employment in specific career fields. Upon completion of the Certificate program, students continuing their education in the related A.S. or A.A.S. degree program may be awarded credit in selected A.S. or A.A.S. degree courses as noted in specific catalog listings.

Some programs require the student to take the TABE (Test of Adult Basic Education) and meet minimum cut-off scores in reading, language, and mathematics prior to graduation with the certificate.

Other graduation requirements include:
1. A cumulative GPA of 2.0 or higher in the courses that comprise the certificate.
2. Completing at least 25% of the program credits hours at BCC.
3. Filing an Intent to Graduate Application on or before the published deadline. This includes an advisor’s signature and the payment of graduation fee.
4. Removing all financial obligations to the college. Final transcripts and diploma will not be released until student has removed all financial obligations to the college.

Course Certificates
Course Certificates are awarded at the discretion of the instructor and the appropriate department chair for satisfactory achievement in a single-non-credit course. Students must file an application with the instructor.

Local Certificates
Local certificates are awarded by the appropriate department for satisfactory achievement in a group of identified courses. Course and Local Certificates serve as BCC recognition of an accomplishment only.

Financial Aid
Students enrolled in Vocational Certificate programs may be eligible for financial aid including: PELL Grants, work study, scholarships, guaranteed bank loans, Work Force Development, veterans benefits. Not all programs are eligible for financial aid. See page 45 for a list of eligible programs.

Veterans
Veterans are eligible to receive benefits when enrolled in Vocational Certificate programs. Contact the Financial Aid Office to determine available benefits.

Admissions
Students must complete an application for admission to Brevard Community College. See pages 58 and 59 for a list of programs and specific admission requirements such as testing and high school graduation.

Note: Brevard Community College Vocational Certificate programs prepare the student for an entry-level job in a career field. Selected courses may supplement the theoretical knowledge and skills of employed workers.

Apprenticeship Programs
Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Programs are sponsored by apprenticeship organizations in partnership with Brevard Community College.

Students work during the day and attend classes one or two nights a week during the academic year. Classes are held at various locations in Brevard County. Programs require from one to four years to complete. Successful completers are awarded journeyman credentials, which are nationally recognized.

Apprentices are enrolled at Brevard Community College in P.S.A.V. Career Certificate Programs. Prospective students apply directly to the apprenticeship organization. Programs accept new students throughout the year and have specific starting dates. Full-time employment with a participating sponsor is required of apprenticeship students.

For additional information regarding apprenticeship opportunities contact one of the apprenticeship organizations listed:

Apprenticeship Information (321) 433-5294
- Air Conditioning
- Additional trades may be available

Brevard Electrical (321) 254-0492
- Electrical

Brevard Machinist (321) 254-8278
- Machining
Accounting Operations
Postsecondary Adult Vocational Certificate – Code: FINC
This certificate program prepares students with job-entry employment skills for accounting positions in business, industry, and public service sectors. Most courses are individualized, and students progress at their own pace. This open-entry program enables the student to receive a vocational certificate and to demonstrate job-entry proficiency using state-of-the-art equipment.

Entrance Recommendations:
1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

MAJOR COURSES Credits Needed: 28
ACO 0002 Accounting 1/10-Key 3
APA 0121 Accounting 2 3
ENC 0030 Business English and Communications 3
MTB 0102 Mathematics for Business 2
OCA 0311 Introduction to Word Processing and Laboratory 3
OCA 0401 Introduction to Spreadsheets 1
OCA 0701 Introduction to Windows 1
OCA 0802 Introduction to Basic Internet/E-mail 1
OTA 0013 Customer Relations 2
OTA 0103 Keyboarding and Document Processing 1 3
OTA 0421 Business Office Procedures 2
OTA 0511 Computerized Accounting 3
OTA 0942 Vocational Internship 1
OTA 0949 Co-op Work Experience 1

OR

ADDITIONAL RECOMMENDED COURSES:
These courses are not required but may be beneficial toward job placement.
APA 0131 Accounting 3 3
OCA 0461 Introduction to Databases 1

TOTAL CREDIT HOURS: 28
TOTAL CLOCK HOURS: 900

Air Conditioning, Refrigeration and Heating Technology
Postsecondary Adult Vocational Certificate – Code: AIRM
This certificate program gives completers employment opportunities as paraprofessionals in installation, service and repair by mechanical and refrigeration contractors, dealers and related commercial businesses. Students will study basic refrigeration, electrical circuitry, load calculations and residential systems.

Students may meet attendance requirements of a course by creating their own schedule during the following hours: Monday through Thursday, 8:30 a.m. to 3:30 p.m. For more information call (321) 433-5292.

MAJOR COURSES Credits Needed: 32
ACR 0060 Residential Load Calculations 3
ACR 0061 Psychometrics Calculations 3
ACR 0106 Electricity for HVAC Single Phase 3
ACR 0107 Electrical Circuitry for HVAC - Single Phase 3
ACR 0122 Refrigeration and Air Conditioning Components 3
ACR 0602 Heat Pump Technology 3
ACR 0608 Residential Heating Systems 3
ACR 0701 HVAC Trouble-shooting and Repair Residential 3
ACR 0704 Introduction to Refrigeration/Air Conditioning 3
ACR 0705 Mechanical Systems 3
ACR 0948 Co-op Work Experience 1 1
SLS 0341 Employability Skills and Entrepreneurship 1

TOTAL CREDIT HOURS: 32
TOTAL CLOCK HOURS: 1350

Automotive Service Technology
Postsecondary Adult Vocational Certificate – Code: AUTM
Graduates of this 2-year ASE certified training program will be qualified for entry-level employment with automobile dealerships, fleet operators, automotive specialty shops, mass merchandisers, and independent retailers. Using state-of-the-art diagnostic and test equipment, students will learn operational theory, diagnostic procedures, and industry accepted methods of service and repair of current automotive systems. All courses contain periods of classroom lecture, practical demonstration, and “hands-on” laboratory experience to provide a comprehensive and thorough learning experience for the student.

The BCC Automotive Technology program is recognized by the National Institute for Automotive Service Excellence (ASE) as having met the requirements for master certification in all eight areas of automotive service specialization.

Students are admitted to the Automotive Service Technology program in the fall term and admission is limited. Persons interested in the program should apply to the Automotive Service Technology office by June 15 of the year in which they wish to enter. Admission requirements for the program are in the program application packet available at the Automotive Service Technology office, Cocoa Campus, Building 16, Room 119. Interested students should contact the program coordinator at (321) 433-7633.

MAJOR COURSES Credits Needed: 56
AERC 0010 Introduction to Automotive Technology 6
AERC 0110 Engine Repair 6
AERC 0250 Automatic Transmissions and Transaxles 6
AERC 0271 Manual Transmissions and Drivelines 6
AERC 0310 Electrical/Electronic Systems 1 6
AERC 0312 Electrical/Electronic Systems 2 4
AERC 0410 Brake Systems 4
AERC 0450 Suspension and Steering Systems 4
AERC 0501 Engine Performance 1 4
AERC 0502 Engine Performance 2 6
AERC 0610 Air Conditioning and Heating Systems 4

TOTAL CREDIT HOURS: 56
TOTAL CLOCK HOURS: 1800

P.S.A.V.
**Auxiliary Correctional Officer**  
**Postsecondary Adult Vocational Certificate – Code: CORA**  
This certificate program provides the student with the minimum standards education necessary to become a Corrections Auxiliary Officer. Auxiliary officers work in correctional facilities and provide assistance to certified officers and correctional staff.

For applications and program inquiries, contact the Criminal Justice Center at (321) 433-5636. All Academy training is conducted at either the Melbourne or Titusville Campus.

**Entrance Requirements:**
1. High school graduate or equivalent
2. U.S. citizen
3. Must not have been convicted of any felony or misdemeanor involving perjury, false statements or domestic violence
4. Complete a physical assessment evaluation
5. Pass a physical examination and drug screening
6. Satisfy the requirements of a criminal history background check
7. Be of good moral character
8. Never have received a dishonorable discharge from the U.S. Armed Forces
9. Complete testing requirements

**MAJOR COURSES**  
**Credits Needed: 10**
- CJD 0120 Corrections Auxiliary Prerequisite Course ............ 2
- CJKC 0031 CMS First Aid for Criminal Justice Officers .......... 2
- CJKC 0040 CMS Criminal Justice Firearms ......................... 3
- CJKC 0050 CMS Criminal Justice Defensive Tactics .............. 3

TOTAL CREDIT HOURS: 10  
TOTAL CLOCK HOURS: 254

**Computer Repair Technology**  
**Postsecondary Adult Vocational Certificate – Code: ECHS**  
This certificate program is designed for students seeking employment in the computer repair field. The program provides a basic background in computer systems and operations, specific diagnostic and repair technologies, and introduces operating systems. It provides the student with the skills and knowledge to successfully pass the CompTIA A+ exam, which most employers now require.

**MAJOR COURSES**  
**Credits Needed: 15**
- CETC 1172 Beginning PC Repair .................................. 3
- CETC 1174 Advanced PC Repair ................................. 3
- CETC 2173 PC Repair Lab ......................................... 3
- CETC 2179 A+ Test Preparation ................................. 3
- CIS 0948 Co-op Work Experience ............................. 3

TOTAL CREDIT HOURS: 15  
TOTAL CLOCK HOURS: 450

**Correctional Officer**  
**Postsecondary Adult Vocational Certificate – Code: CORS**  
This certificate program provides minimum standards education for correctional officers as required by the Criminal Justice Standards and Training Division, Florida Department of Law Enforcement. Correctional Officers are employed by prisons, jails, and other correctional facilities to maintain a safe and secure environment. This program includes an overview of the corrections system as well as basic correctional skills and procedures. This basic academy prepares the student to sit for the state examination by the Florida Department of Law Enforcement. Individuals must be at least 19 years of age to sit for the state exam.

For applications and program inquiries contact the Criminal Justice Center at (321) 433-5636. Academy training is conducted at either the Melbourne or Titusville Campus.

**Entrance Requirements:**
1. High school graduate or equivalent
2. U.S. citizen
3. Must not have been convicted of any felony or misdemeanor involving perjury, false statements, or domestic violence
4. Complete a physical assessment evaluation
5. Pass a physical examination and drug screening
6. Satisfy the requirements of a criminal history background check
7. Be of good moral character
8. Never have received a dishonorable discharge from the U.S. Armed Forces
9. Complete testing requirements

**MAJOR COURSES**  
**Credits Needed: 21**
- CJD 0741 Emergency Preparedness ............................... 1
- CJD 0750 Interpersonal Skills 2 ................................. 2
- CJD 0752 Correctional Operations .............................. 2
- CJD 0770 Criminal Justice Legal 1 ............................ 1
- CJD 0771 Criminal Justice Legal 2 ............................ 1
- CJD 0772 Criminal Justice Communications .................. 1
- CJD 0773 Interpersonal Skills 1 ............................... 1
- CJD 0995 Criminal Justice Special Topics ..................... 1
- CJKC 0031 CMS First Aid for Criminal Justice Officers .... 2
- CJKC 0040 CMS Criminal Justice Firearms .................... 3
- CJKC 0050 CMS Criminal Justice Defensive Tactics .......... 3

TOTAL CREDIT HOURS: 21  
TOTAL CLOCK HOURS: 532

**CROSS-OVER COURSES**  
The State of Florida recognized that individuals may want to change or obtain additional criminal justice career certifications. If currently Florida certified as a corrections officer, correctional probation officer, or law enforcement officer, the cross-over courses can lead to additional/dual certifications.
Cosmetology

Postsecondary Adult Vocational Certificate – Code: COSM
This certificate program prepares the student for successful completion of the State Board Licensing Examination which is required for the practice of cosmetology. Students learn creative hair styling, hair design, and application of cosmetics to the skin, hair, and scalp.

Admission to the Cosmetology program is limited. Admission requirements are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 124. Interested students should call (321) 433-7549 for more information.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 0001 Introduction to Cosmetology</td>
<td>3</td>
</tr>
<tr>
<td>COS 0080 Theory in Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COS 0870 Sales and Management</td>
<td>1</td>
</tr>
<tr>
<td>COS 0871 Public Relations and Salon Management</td>
<td>1</td>
</tr>
<tr>
<td>COS 0963 Prerequisite to State Board Exam</td>
<td>4</td>
</tr>
<tr>
<td>COSL 0001 Fundamental Skills 1 Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>COSL 0003 Fundamental Skills 2 Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>COSL 0080 Basic Techniques of Cosmetology 3 Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>COSL 0083 Basic Techniques of Cosmetology 4 Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>COSL 0084 Applied Techniques 5 Laboratory</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 40
TOTAL CLOCK HOURS: 1200

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Culinary Operations

Postsecondary Adult Vocational Certificate – Code: CLOP
This certificate program is designed to prepare students for employment as food and beverage preparers, kitchen and dining room helpers, or baker and cook’s assistants. This is for the serious culinary student. Included are electives in the finer art of preparation, presentation, and service.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 0009 Introduction to Culinary Arts/Menu</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0202 Food Production 1 (Sticks and Sauces)</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0221 Food Production 2 (Preparation and Service)</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0740 Regional Cuisine - American and International</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0062 Baking</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0064 Pastries and Desserts</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0288 Pantry and Fast Foods</td>
<td>3</td>
</tr>
<tr>
<td>FSS 0942 Food Service Internship</td>
<td>1</td>
</tr>
<tr>
<td>FSS 0943 Food Service Internship 2 - External Placement</td>
<td>1</td>
</tr>
<tr>
<td>HMW 0125 Food/Beverage Control and Purchasing</td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVES

<table>
<thead>
<tr>
<th>Credits Needed: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS 0208 Sanitation and Safety</td>
</tr>
<tr>
<td>FSS 0245 Just Desserts - A Contemporary Approach</td>
</tr>
<tr>
<td>FSS 0273 Wine for Food</td>
</tr>
<tr>
<td>FSSC 0006 Educated Palate - Appeal to the Senses</td>
</tr>
<tr>
<td>FSSC 0021 Holidays and Tablescapes</td>
</tr>
<tr>
<td>FSSC 0022 Competitive Culinary Artistry</td>
</tr>
<tr>
<td>FSSC 0297 Intensive Seafood and Shellfish</td>
</tr>
<tr>
<td>FSSC 0283 On and Off Premise Catering</td>
</tr>
<tr>
<td>SLS 0341 Employability Skills and Entrepreneurship</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 32
TOTAL CLOCK HOURS: 1200

Customer Assistance Technology

Postsecondary Adult Vocational Certificate – Code: CUST
This certificate program is designed to prepare students for employment in customer service positions. The content includes the development of interpersonal skills, conflict resolution, leadership, basic computer skills and employability skills.

Entrance Recommendations:
1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0030 Business English and Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTB 0102 Mathematics for Business</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0401 Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0461 Introduction to Databases</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0802 Introduction to Basic Internet/E-mail</td>
<td>1</td>
</tr>
<tr>
<td>OTA 0013 Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>OTA 0103 Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0421 Business Office Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 15
TOTAL CLOCK HOURS: 450

TOTAL CREDIT HOURS: 1200
TOTAL CLOCK HOURS: 1200
Dental Assisting
Postsecondary Adult Vocational Certificate – Code: DENT
The dental assistant’s primary role is to assist the dentist performing chairside procedures. The dental assistant also works independently performing delegated duties such as taking x-rays, impressions, placing sealants, and polishing the crowns of the teeth. This certificate program provides preparation for all aspects of dental assisting including clinical, laboratory and office responsibilities. Laboratory skills include pouring and trimming models of the teeth and fabrication of bleaching or custom trays. Business office skills taught include scheduling patient appointments, filing insurance claims and other responsibilities of an office manager.

Graduates of the Dental Assisting program who are accepted in the Dental Hygiene program may transfer 32 of their credits towards the Dental Hygiene A.S. degree. Transferable Dental Assisting courses must be current within the past three years.

Admission to the Dental Assisting program is limited. Admission requirements are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1084</td>
<td>Survey of Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>DEA 0130</td>
<td>Allied Dental Theory</td>
<td>2</td>
</tr>
<tr>
<td>DEA 0150</td>
<td>Dental Psychology</td>
<td>1</td>
</tr>
<tr>
<td>DEA 0800</td>
<td>Clinical Practicum 1</td>
<td>2</td>
</tr>
<tr>
<td>DEA 0936</td>
<td>Dental Seminar</td>
<td>1</td>
</tr>
<tr>
<td>DEAL 0800</td>
<td>Clinical Practice 1 Lab</td>
<td>5</td>
</tr>
<tr>
<td>DEAL 0850</td>
<td>Clinical Practicum 2</td>
<td>6</td>
</tr>
<tr>
<td>DES 1020</td>
<td>Head, Neck and Dental Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DES 1051</td>
<td>Dental Pharmacology/Pain Control</td>
<td>1</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DES 1502</td>
<td>Dental Office Management</td>
<td>1</td>
</tr>
<tr>
<td>DES 1600</td>
<td>Office Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>DES 1800</td>
<td>Introduction to Clinical Procedures</td>
<td>2</td>
</tr>
<tr>
<td>DES 1840</td>
<td>Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DES 2100</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DES 2830</td>
<td>Expanded Functions for Dental Auxiliaries</td>
<td>2</td>
</tr>
<tr>
<td>DESL 1020</td>
<td>Head, Neck and Dental Anatomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>DESL 1200</td>
<td>Dental Radiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>DESL 1800</td>
<td>Introduction to Clinical Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>DESL 2100</td>
<td>Dental Materials Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2600</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Credits Needed: 52

TOTAL CLOCK HOURS: 1230

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Digital Design
Postsecondary Adult Vocational Certificate – Code: DDSN
This certificate program provides graduates the skills to gain employment as a publications specialist or general office clerk in business, industry, and public service occupations as well as to become an entrepreneur. This program is open-entry and includes the development of skills in word processing, desktop publishing, accounting, small business management, business communications, and on-the-job training. Students use state-of-the-art computer equipment and software. Courses are individualized and students progress at their own rate.

Entrance Recommendations:
1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0030</td>
<td>Business English and Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTB 0102</td>
<td>Mathematics for Business</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0311</td>
<td>Introduction to Word Processing and Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>OCA 0315</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OCA 0401</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0461</td>
<td>Introduction to Databases</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0600</td>
<td>Desktop Publishing 1</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0601</td>
<td>Desktop Publishing 2</td>
<td>3</td>
</tr>
<tr>
<td>OCA 0605</td>
<td>Desktop Publishing 3</td>
<td>3</td>
</tr>
<tr>
<td>OCA 0630</td>
<td>Computerized Imaging</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0631</td>
<td>Advanced Business Graphics</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0701</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0802</td>
<td>Introduction to Basic Internet/E-mail</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0810</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0013</td>
<td>Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>OTA 0103</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0421</td>
<td>Business Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>OTA 0942</td>
<td>Vocational Internship</td>
<td>1</td>
</tr>
<tr>
<td>OTA 0949</td>
<td>Co-op Work Experience</td>
<td></td>
</tr>
</tbody>
</table>

Credits Needed: 38

TOTAL CREDIT HOURS: 38
TOTAL CLOCK HOURS: 1200

Note: A grade of “C” or above is necessary in each major course for progression and graduation.
Early Childhood Education – Limited to Public High School Dual Enrollment Students Only

Postsecondary Adult Vocational Certificate – Code: CHED

This certificate program gives the student the knowledge and practical experience to provide developmentally appropriate early childhood experiences for children from birth through five years old. Students will spend 20-30 hours a week in on-the-job training at their place of employment (if presently working in a child development center) or at the High School Child Development Center as a student intern. Credit is given for the state-mandated 40-hour course in child care. Completers will receive the state-approved Child Development Associate Equivalency (CDAE) certificate, as well as their Vocational Certificate.

NOTE: In addition to the required courses, it is suggested that participants have a current certificate in First Aid and Infant and Child CPR. This certification must be earned no earlier than one term prior to graduation.

MAJOR COURSES  Credits Needed: 20

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV 0135</td>
<td>Social-Emotional Development in Young Children</td>
<td>4</td>
</tr>
<tr>
<td>HEV 0137</td>
<td>Early Childhood Education I</td>
<td>1 HS</td>
</tr>
<tr>
<td>HEV 0141</td>
<td>Social Emotional Development</td>
<td>4 VC</td>
</tr>
<tr>
<td>HEV 0142</td>
<td>Relationships and Families</td>
<td>2</td>
</tr>
<tr>
<td>HEV 0151</td>
<td>Preschool Curriculum</td>
<td>5</td>
</tr>
<tr>
<td>HEV 0152</td>
<td>Professionalism</td>
<td>2</td>
</tr>
<tr>
<td>HEV 0181</td>
<td>Observing and Recording Children's Behavior</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 20  TOTAL CLOCK HOURS: 600

Brevard Community College (BCC) will award postsecondary advance standing credit to eligible high school students who complete the secondary Early Childhood Education Program. After graduation from high school, students will be awarded the Early Childhood Education Postsecondary Adult Vocational Certificate. High school graduates who are 18 years or older will also be awarded the State Child Development Associate Equivalency (CDAE) certificate. The student will not be charged tuition or fees for the postsecondary credit awarded through this advance standing credit agreement. Listed below are the courses that must be completed at the secondary level:

Course Number | Course Title                                      | Credit |
-------------|--------------------------------------------------|--------|
BSC 03211    | Early Childhood Education I                       | 1 HS   |
HEV 0135      | Social Emotional Development                      | 4 VC   |
HEV 0142      | Relationships and Families                        | 2 VC   |
HEV 0151      | Preschool Curriculum                              | 5 VC   |
HEV 0137      | Learning Environment                              | 1 VC   |

(Note: Secondary high school credit is denoted by HS and BCC vocational credit is labeled VC.)

BCC will award advance standing credit for the following courses toward the Postsecondary Adult Vocational Certificate:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV 0152</td>
<td>Professionalism</td>
<td>2 VC</td>
</tr>
<tr>
<td>HEV 0181</td>
<td>Observing and Recording Children's Behavior</td>
<td>2 VC</td>
</tr>
</tbody>
</table>

Procedure for obtaining the advance standing credit will be in accordance with these guidelines. The student meeting the following criteria:

1. Upon high school graduation, the student must present an official high school transcript to the Registrar and petition to have advance standing credit placed on their permanent record. Credits will be awarded with the grade of “S” which will not affect the GPA.
2. High School Graduation, GED, or High School Certificate of Completion.
3. The student must complete this process no later than three years after the last high school attendance.

Facials Specialty

Postsecondary Adult Vocational Certificate – Code: FACE

This certificate program is designed to prepare students for employment as estheticians. They may work in beauty salons, day spas, dermatologists’ offices, plastic surgeons’ offices, major cosmetic companies, as well as theme parks as make-up specialists. Classroom and clinical instruction prepares the student to function as an esthetician in varied settings and roles.

Admission to the Facials Specialty program is limited. Admission requirements are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 124. Interested students should call (321) 433-7549 for more information.

MAJOR COURSES  Credits Needed: 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP 0300</td>
<td>Facial Specialty - Theory</td>
<td>3</td>
</tr>
<tr>
<td>CSPL 0300</td>
<td>Applied Techniques - Facial Specialty</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 9  TOTAL CLOCK HOURS: 260

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Fire Fighter II

Postsecondary Adult Vocational Certificate – Code: FR11

This certificate program prepares students for safe, dependable, and prompt performance of a firefighter’s tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of fire fighting. Those who successfully complete the course and Bureau of Fire Standards and Training (BFST) testing receive state certification. Florida Statutes require this certification for employment in the fire service. High School diploma or GED required.

Admission to the Fire Training Academy program is limited. Admission requirements are in the program application packet available at the Cocoa Health Sciences Campus. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES  Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0010</td>
<td>Fire Fighter 1 Minimum Standards</td>
<td>7</td>
</tr>
<tr>
<td>FFP 0020</td>
<td>Fire Fighter 2 Minimum Standards</td>
<td>8</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 15  TOTAL CLOCK HOURS: 450

Note: A grade of “C” or above is necessary in each major course for progression and graduation.
Law Enforcement Officer CMS

Postsecondary Adult Vocational Certificate – Code: LAWB

This certificate program provides minimum standards education for law enforcement officers as required by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement. This program prepares the student to sit for the State Examination administered by the Florida Department of Law Enforcement. Individuals must be at least 19 years of age to sit for the State Exam. Applicants must successfully complete the basic abilities test (BAT) for law enforcement and the Brevard Police Testing process for entry into this program.

For applications, testing information and program inquiries, contact Brevard Police Testing Center at (321) 433-5638. Academy training is conducted at the Titusville Campus.

Entrance Requirements
1. Successful completion of Police Testing Process
2. High school graduate or equivalent
4. Must not have been convicted of any felony offenses or misdemeanor offenses involving perjury, false statements, or domestic violence
5. Pass a physical examination and drug screening
6. Be of good moral character
7. Satisfy the requirements of a criminal history background check
8. Never have received a dishonorable discharge from the U.S. Armed Forces

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0006</td>
<td>Introduction and Law</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0010</td>
<td>Human Issues</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0015</td>
<td>Communications</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0060</td>
<td>Patrol</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0070</td>
<td>Investigations</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0075</td>
<td>Investigating Offenses</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0080</td>
<td>Traffic Stops</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0085</td>
<td>Traffic Crash Investigations</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0090</td>
<td>Tactical Applications</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0095</td>
<td>Criminal Justice Special Topics</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0105</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>2</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>3</td>
</tr>
<tr>
<td>CJK 0050</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 26
TOTAL CLOCK HOURS: 760

CROSS-OVER COURSES

The State of Florida recognized that individuals may want to change or obtain additional criminal justice career certifications. If currently Florida certified as a corrections officer, correctional probation officer, or law enforcement officer, the cross-over courses can lead to additional/dual certifications.

Applicants must successfully pass the basic abilities test (BAT) for entry into the any cross-over program. Permission to participate in the Cross-Over courses must be obtained from the Dean of the Criminal Justice Center, Melbourne Campus.

For applications, testing, and program inquiries contact the Criminal Justice Center (321) 433-5637.

CROSS-OVER CORRECTIONAL TO CMS LAW ENFORCEMENT

This program provides minimum standards training for Certified Corrections Officers who wish to become certified or hold dual certification as a Law Enforcement Officer. (Must pass basic abilities test for Law Enforcement for entrance into this program)

Credits Needed: 14

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0211</td>
<td>Cross-Over Correctional to CMS Law Enforcement Introduction</td>
<td>3</td>
</tr>
<tr>
<td>CJK 0212</td>
<td>Cross-Over Correctional to Law Enforcement CMS High Liability</td>
<td>1</td>
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<tr>
<td>CJK 0213</td>
<td>Cross-Over Correctional to Law Enforcement Tactical Applications</td>
<td>1</td>
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</table>
# Medical Assistant

**Medical Assistant**

**Postsecondary Adult Vocational Certificate – Code: MEDA**

A Medical Assistant works under the direct supervision of a licensed physician and is a highly skilled, unique, and versatile part of the health care delivery team. This certificate program prepares students as significant members of the health care team with the specific roles of physical management and maintenance of the office, to treatment and examination of patients, and assisting the physician. Classroom theory and clinical practice prepares the student for capabilities that range from general front office transcription, managerial and supervisory functions. Clinical performance includes non-intravenous injections, phlebotomy, diagnostic testing, surgical technique and assisting, pharmaceutical principles, and administration of medication. Specialty areas are medical law and ethics, coding and billing, radiology, and EKG.

Upon completion of the program, students receive a certificate in Introduction to Electrocardiography, CPR, AIDS, Phlebotomy, Injections, and the Post Secondary Adult Vocational Certificate in Medical Assisting.

During the course work students are prepared to apply and sit for the National AAMA Certification test which recognizes the Certified Medical Assistant profession.

The Medical Assistant program is an open-entry program available at the Palm Bay and Cocoa Campuses. Admission requirements for the program are in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

### MAJOR COURSES

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSCC 1084</td>
<td>Survey of Human Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>1</td>
</tr>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MEA 0801</td>
<td>Medical Assistant Externship</td>
<td>10</td>
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<tr>
<td>MEAC 0200</td>
<td>Clinical Competencies</td>
<td>8</td>
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<tr>
<td>MEAC 0322</td>
<td>Administrative Competencies/Coding</td>
<td>8</td>
</tr>
<tr>
<td>MLT 0009</td>
<td>General Laboratory Practices for</td>
<td>2</td>
</tr>
<tr>
<td>MLTL 0009</td>
<td>Medical Assistants</td>
<td>2</td>
</tr>
<tr>
<td>OST 1611</td>
<td>Medical Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>RTE 0096</td>
<td>Basic X-Ray Machine Operator</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 46  
**TOTAL CLOCK HOURS:** 1300

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.

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# Medical Secretary

**Medical Secretary**

**Postsecondary Adult Vocational Certificate – Code: MSEC**

This certificate program prepares students for the medical environment. Students who complete the program will receive a vocational certificate and will be proficient in the skills normally used in medical offices or hospitals. Secretarial courses, medical terminology, medical transcription, and medical office procedures should qualify an individual for an entry-level position. This is an open-entry program, and most courses are individualized so students can progress at their own pace.

### Entrance Recommendations:

1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

### MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0030</td>
<td>Business English and Communications</td>
<td>3</td>
</tr>
<tr>
<td>HSC 0530</td>
<td>Medical Terminology for the Front Office</td>
<td>3</td>
</tr>
<tr>
<td>MTB 0102</td>
<td>Mathematics for Business</td>
<td>2</td>
</tr>
<tr>
<td>OCA 0701</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0802</td>
<td>Introduction to Basic Internet/E-mail</td>
<td>1</td>
</tr>
<tr>
<td>OTA 0013</td>
<td>Customer Relations</td>
<td>2</td>
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<tr>
<td>OTA 0602</td>
<td>Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0612</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0311</td>
<td>Introduction to Word Processing and Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0103</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0105</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OTA 0421</td>
<td>Business Office Procedures</td>
<td>2</td>
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<tr>
<td>OTA 0484</td>
<td>Medical Office Procedures</td>
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<tr>
<td>OTA 0942</td>
<td>Vocational Internship</td>
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<tr>
<td>OR</td>
<td>Co-op Work Experience</td>
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</tr>
<tr>
<td>OTA 0949</td>
<td>Co-op Work Experience</td>
<td></td>
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</table>

**ADDITIONAL RECOMMENDED COURSES**

These courses are not required but may be beneficial towards job placement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>OCA 0401</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OCA 0461</td>
<td>Introduction to Databases</td>
<td>1</td>
</tr>
</tbody>
</table>

Graduates of the Medical Secretary Certificate program will have demonstrated the competencies and may be awarded 12 credits toward the AS Degree program in Office Administration.

The procedure for obtaining these credits will be in accordance with the following guidelines:

- Complete all graduation requirements for the P.S.A.V. program and apply for graduation.
- Enroll in the A.S. degree in Office Administration and complete all admissions requirements for the program within three years of graduation from the P.S.A.V. program.
- Complete 12 credits of applicable to the A.S. degree with a grade of “C” or higher.

Following completion of the above, the student must petition the Registrar to have the competency-based credits placed on their permanent record. The student will be awarded the grade of “S” for those courses; this grade will not affect the GPA.

Credit will be awarded for the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1100</td>
<td>Beginning Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OST 1611</td>
<td>Medical Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OST 1711</td>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 33  
**TOTAL CLOCK HOURS:** 1050
Nails Specialty
Postsecondary Adult Vocational Certificate – Code: NAIL
This program prepares the student for successful completion of the manicuring/pedicuring/nail extension requirements set by the State Board of Cosmetology to obtain a Nails Speciality certification. Admission to the program is limited and requires a special application. An individual wishing to enroll in the program should complete the special Nails Specialty application and forward it to the Allied Health Division at least 30 days in advance of expected registration. Applications are available at the Cocoa Campus Health Sciences Campus, Building 20, Room 124 and the Cosmetology Department Office, Building 20, Room 124.

BCC offers this program in January, May, and August of each year.

MAJOR COURSES Credits Needed: 8
CSP 0001 Nail Technology ................................................. 2
CSPL 0010 Applied Nail Technology .................................. 6

TOTAL CREDIT HOURS: 8
TOTAL CLOCK HOURS: 240

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Phlebotomy
Postsecondary Adult Vocational Certificate – Code: PHLB
This certificate is a 16-week program. An 8-week mini-semester course is taught on campus and is followed by an 8-week supervised hospital experience consisting of 105 hours. Upon completion of the program, students are eligible to take a national certification exam.

Admission to the Phlebotomy program is limited. Admission requirements are in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES Credits Needed: 5
MLT 0047 Phlebotomy ..................................................... 1
MLTL 0047 Phlebotomy Laboratory .................................. 1
MLTL 0048 Phlebotomy Clinical Rotation .......................... 3

TOTAL CREDIT HOURS: 5
TOTAL CLOCK HOURS: 165

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Patient Care Technician
Postsecondary Adult Vocational Certificate – Code: PTCT
This certificate program is designed to prepare students for employment as Patient Care Technicians (advanced cross-trained nursing assistants), Nursing Assistants, Home Health Aides, Patient Care Assistants, Electrocardiographic Aides, Health Sciences Assistants, and Phlebotomists. It also offers supplemental training for persons previously or currently employed in any of these occupations who have the prerequisite course work. Classroom and clinical instruction prepare the student to function as a member of the health care team in varied settings and roles. Upon completion of the program, the student will receive a Postsecondary Adult Vocational Certificate in Patient Care Technician. Certificates for Nursing Assistant, Home Health Aide, Patient Care Assistant, Electrocardiography, HIV/Aids, CPR, and Phlebotomy will be given upon completion of these modules. During course work, the student is prepared for the Florida Nursing Assistant Certification Exam and is eligible to take the Phlebotomy National Certification Exam.

Admission to the Patient Care Technician program is limited. Admission requirements are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES Credits Needed: 20
EMS 1525 Introduction to Electrocardiography ..................... 2
HCP 0001 Fundamentals of Health Careers ........................ 3
HCP 0120 Nursing Assistant ............................................. 3
HCP 0310 Home Health Aide ........................................... 1
HCP 0620 Patient Care Assistant ........................................ 3
HCP 0920 Patient Care Technician ...................................... 3
MLT 0047 Phlebotomy ..................................................... 2
MLTL 0048 Phlebotomy Clinical Rotation ......................... 3

TOTAL CREDIT HOURS: 20
TOTAL CLOCK HOURS: 600

Note: A grade of “C” or above is necessary in each major course for progression and graduation.

Practical Nursing
Postsecondary Adult Vocational Certificate – Code: LPNS
This certificate program prepares the student to become eligible for licensure as a practical nurse. Employment opportunities are available in long-term care facilities, hospitals, doctors’ offices, and health maintenance organizations. Upon completion of the basic fundamentals of nursing course, the student is eligible to seek certification as a nursing assistant. Upon successful completion of the program, the student may make application to take the State Board of Nursing Examination for Practical Nurses NCLEX-PN.

Admission to the Practical Nursing program is limited. Admission requirements are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

MAJOR COURSES Credits Needed: 45
PRN 0012 Vocational Adjustments ..................................... 1
PRN 0020 Human Growth and Development ..................... 1
PRN 0030 Pharmacology 1 ............................................ 1
PRN 0031 Pharmacology 2 ............................................ 1
PRN 0040 Personal Family and Community Health .............. 1
PRN 0070 Principles of Nutrition ..................................... 1
PRN 0080 Body Structure and Functions ........................ 1
PRN 0100 Maternal and Newborn Nursing ....................... 2
PRN 0110 Pediatric Nursing ............................................ 1
PRN 0200 Introduction to Medical Surgical Nursing .......... 1
PRN 0201 Medical-Surgical Nursing 1 ............................. 1
PRN 0202 Medical-Surgical Nursing 2 ............................. 1
PRN 0203 Medical-Surgical Nursing 3 ............................. 2
PRN 0400 Mental Health ................................................ 1
PRN 0500 Geriatric Nursing ............................................. 1
PRNC 0001 Basic Fundamentals of Nursing Theory, Laboratory and Clinical .................................................. 5
PRNC 0003 Advanced Fundamentals of Nursing Theory, Laboratory and Clinical ............................................. 3
PRNL 0301 Medical-Surgical Nursing 1 Clinical ................ 4
PRNL 0302 Medical-Surgical Nursing 2 Clinical ................ 4
PRNL 0303 Medical-Surgical Nursing 3 Clinical ................ 12

TOTAL CREDIT HOURS: 45
TOTAL CLOCK HOURS: 1350

Note: A grade of “C” or above is necessary in each major course for progression and graduation.
**Public Safety Telecommunication**

Postsecondary Adult Vocational Certificate – Code: PSTC

The purpose of this program is to prepare students for employment as police, fire, and ambulance dispatchers. Content includes, but is not limited to, standard telecommunication operating procedures, relationship to field personnel, understanding of command levels, and overview of emergency agencies.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD 0520</td>
<td>Public Safety Telecommunicator</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS:** 7
**TOTAL CLOCK HOURS:** 208

---

**Surgical Technology**

Postsecondary Adult Vocational Certificate – Code: SURG

The Surgical Technologist works with the surgeon, anesthesiologist or anesthetist, and professional registered nurse as a member of the direct patient care team during surgery. The surgical technologist assists by preparing and handling supplies and equipment to maintain a safe and therapeutic environment for the patient through specific techniques and practices designed to exclude all pathogenic microorganisms from the operative wound. High School diploma or GED required.

Upon successful completion of the Surgical Technology program, the student is qualified to make application to the National Certification Examination for Surgical Technologists.

Admission to the Surgical Technology program is limited. Admission requirements for the program are listed in the program application packet available at the Cocoa Health Sciences Campus, Building 20, Room 232. Interested students should call (321) 433-7575 or visit the Health Sciences web site at www.brevardcc.edu for more information.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1084</td>
<td>Survey of Human Anatomy and Physiology</td>
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<tr>
<td>HSC 1000</td>
<td>Introduction to Health Care</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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<tr>
<td>STS 0003</td>
<td>Introduction to Surgical Technology</td>
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<tr>
<td>STS 0120</td>
<td>Surgical Technology 1</td>
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<tr>
<td>STS 0121</td>
<td>Surgical Technology 2</td>
</tr>
<tr>
<td>STS 0004</td>
<td>Technology in the Operating Room</td>
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<tr>
<td>STSC 0155</td>
<td>Surgical Techniques and Procedures Laboratory</td>
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<td>STSL 0255</td>
<td>Surgical Procedures Clinical 1</td>
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<tr>
<td>STSL 0256</td>
<td>Surgical Procedures Clinical 2</td>
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<td>STSL 0257</td>
<td>Surgical Procedures Clinical</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS:** 48
**TOTAL CLOCK HOURS:** 1330

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**Welding**

(Appplied Welding Technologies)

Postsecondary Adult Vocational Certificate – Code: WELD

This certificate program provides the theory and practical experience necessary in developing a basic foundation in the skill of welding. The successful completion of this program enables the student to enter the welding trade at the entry-level.

Job opportunities are unlimited for persons willing to apply themselves and learn the welding trade. Welding is a highly skilled and high paying trade that requires training and determination. The BCC Welding program is designed to train students to become certified welders.

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 0101</td>
<td>Welding Symbols and Blueprints</td>
</tr>
<tr>
<td>PMT 0121</td>
<td>Shielded Metal-Arc Welding Principles 1</td>
</tr>
<tr>
<td>PMT 0122</td>
<td>Shielded Metal-Arc Welding Principles 2</td>
</tr>
<tr>
<td>PMT 0134</td>
<td>Gas Metal-Arc Welding Principles</td>
</tr>
<tr>
<td>PMT 0949</td>
<td>Co-op Work Experience</td>
</tr>
<tr>
<td>PMTC 0104</td>
<td>Fundamentals of Metallurgy 1</td>
</tr>
<tr>
<td>PMTC 0105</td>
<td>Fundamentals of Metallurgy 2</td>
</tr>
<tr>
<td>PMTC 0111</td>
<td>Oxygen/Fuel Gas Principles</td>
</tr>
<tr>
<td>PMTC 0131</td>
<td>Gas Tungsten-Arc Welding</td>
</tr>
<tr>
<td>PMTC 0153</td>
<td>Plasma Arc Skills</td>
</tr>
<tr>
<td>PMTL 0121</td>
<td>Shielded Metal-Arc Welding 1 Laboratory</td>
</tr>
<tr>
<td>PMTL 0122</td>
<td>Shielded Metal-Arc Welding 2 Laboratory</td>
</tr>
<tr>
<td>PMTL 0134</td>
<td>Gas Metal-Arc Welding Laboratory</td>
</tr>
<tr>
<td>SLS 0341</td>
<td>Employability Skills and Entrepreneurship</td>
</tr>
</tbody>
</table>

**ADDITIONAL RECOMMENDED COURSES**

These courses are not required to complete the certificate program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PMTL 0157</td>
<td>Specialized Welding Processes 1</td>
</tr>
<tr>
<td>PMTL 0158</td>
<td>Specialized Welding Processes 2</td>
</tr>
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**TOTAL CREDIT HOURS:** 31
**TOTAL CLOCK HOURS:** 1170
## Follow-up Report 2004-2005


<table>
<thead>
<tr>
<th>PROGRAM TITLE</th>
<th>ENROLL</th>
<th>COMP</th>
<th>In Pool</th>
<th>Employed In Field</th>
<th>Active Military</th>
<th>Continuing Education</th>
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<td>Aerospace Technology</td>
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<td>AutoCAD Foundations Technology</td>
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**VOCATIONAL PROGRAMS**

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**ASSOCIATE IN ARTS**

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A.A. program placement figures only include those students who are continuing their education.
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”

Example of Course Identifier

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<td>Entry-Level General Sociology</td>
<td>Survey Course</td>
<td>Social Problems Problems</td>
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General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses “SYG_010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practical, clinical experiences and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Office of the Registrar, (321) 433-7272 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.
COURSE DESCRIPTIONS

Courses are listed alphabetically by prefix. Course clock hours per week are indicated in parentheses if they vary from credit hours.

All courses below 1000 are Vocational Credit courses. Courses above 1000 are College Credit courses.

To locate courses in a given subject, consult the prefix directory.

DIRECTORY OF COURSE NUMBER PREFIXES (ALPHABETICAL)

<table>
<thead>
<tr>
<th>PREFIX TITLE</th>
<th>PREFIX TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG Accounting – General</td>
<td>CRW Creative Writing</td>
</tr>
<tr>
<td>ACO Accounting – Occupational/Technical</td>
<td>CSP Cosmetology – Specialized</td>
</tr>
<tr>
<td>ACR HVACR – Technical/Trades</td>
<td>CTS Computer Technology and Skills</td>
</tr>
<tr>
<td>ADV Advertising</td>
<td>DAA Dance, Emphasis on Activity</td>
</tr>
<tr>
<td>AER Automotive Mechanics</td>
<td>DEA Dental Assisting</td>
</tr>
<tr>
<td>AFR Aerospace Studies</td>
<td>DEH Dental Hygiene</td>
</tr>
<tr>
<td>AMH American History</td>
<td>DEP Developmental Psychology</td>
</tr>
<tr>
<td>AML American Literature</td>
<td>DES Dental Support</td>
</tr>
<tr>
<td>ANT Anthropology</td>
<td>DSC Domestic Security</td>
</tr>
<tr>
<td>APA Accounting – Applied</td>
<td>EAP English as a Second Language</td>
</tr>
<tr>
<td>ARE Art Education</td>
<td>ECS Economic Systems and Development</td>
</tr>
<tr>
<td>ARH Art History</td>
<td>EDF Education: Foundation/Policy Studies</td>
</tr>
<tr>
<td>ART Art</td>
<td>EDG Education: General</td>
</tr>
<tr>
<td>AST Astronomy</td>
<td>EDP Educational Psychology</td>
</tr>
<tr>
<td>ATE Animal Science Technology</td>
<td>EEC Education: Early Childhood</td>
</tr>
<tr>
<td>BOT Botany</td>
<td>EET Electronic Engineering Technology</td>
</tr>
<tr>
<td>BSC Biological Science</td>
<td>EEX Education: Exceptional Child-Core Competencies</td>
</tr>
<tr>
<td>BTE Business Teacher Education</td>
<td>EGN Engineering: General</td>
</tr>
<tr>
<td>BUL Business Law</td>
<td>EME Education: Technology and Media</td>
</tr>
<tr>
<td>CCJ Criminology and Criminal Justice</td>
<td>EMS Emergency Medical Services</td>
</tr>
<tr>
<td>CDA Computer Design/Architecture</td>
<td>ENC English Composition</td>
</tr>
<tr>
<td>CEN Computer Software Engineering</td>
<td>ENL English Literature</td>
</tr>
<tr>
<td>CET Computer Engineering Technology</td>
<td>EST Electronic Specialty Technology</td>
</tr>
<tr>
<td>CGS Computers General Studies</td>
<td>ETD Engineering Technology: Drafting</td>
</tr>
<tr>
<td>CHD Child Development</td>
<td>ETI Engineering Technology: Industrial</td>
</tr>
<tr>
<td>CHI Chinese</td>
<td>ETM Engineering Technology: Mechanical</td>
</tr>
<tr>
<td>CHM Chemistry</td>
<td>EUH European History</td>
</tr>
<tr>
<td>CIS Computer Science and Information Systems</td>
<td>EVR Environmental Science</td>
</tr>
<tr>
<td>CJC Corrections</td>
<td>FFP Firefighting and Protection</td>
</tr>
<tr>
<td>CJD Criminal Justice Development</td>
<td>FIL Film</td>
</tr>
<tr>
<td>CJE Law Enforcement</td>
<td>FIN Finance</td>
</tr>
<tr>
<td>CJJ Juvenile Justice</td>
<td>FOS Food Service</td>
</tr>
<tr>
<td>CJK Criminal Justice Basic Training</td>
<td>FRE French Language</td>
</tr>
<tr>
<td>CJL Law and Process</td>
<td>FRW French Literature – Writings</td>
</tr>
<tr>
<td>CJT Criminal Justice Technologies</td>
<td>FSS Food Service Systems</td>
</tr>
<tr>
<td>CLP Clinical Psychology</td>
<td>GEB General Business</td>
</tr>
<tr>
<td>COA Consumer Affairs</td>
<td>GEO Geography: Systematic</td>
</tr>
<tr>
<td>COP Computer Programming</td>
<td>GER German</td>
</tr>
<tr>
<td>COS Cosmetology</td>
<td></td>
</tr>
</tbody>
</table>
### Directory of Course Number Prefixes (Alphabetical) continued

<table>
<thead>
<tr>
<th>PREFIX TITLE</th>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEF Gerontology</td>
<td>MVW Applied Music: Woodwinds</td>
</tr>
<tr>
<td>GIS Geography: Information Science</td>
<td>NUR Nursing, Generic Undergraduate</td>
</tr>
<tr>
<td>GLY Geology</td>
<td>OCA Office Computer Applications</td>
</tr>
<tr>
<td>GRA Graphic Arts</td>
<td>OCB Biological Oceanography</td>
</tr>
<tr>
<td>HCP Health Care Providers (Assistance)</td>
<td>OCE General Oceanography</td>
</tr>
<tr>
<td>HEV Home Economics – Vocational</td>
<td>OST Office Systems Technology</td>
</tr>
<tr>
<td>HFT Hospitality Management</td>
<td>OYA Office Technology Applications</td>
</tr>
<tr>
<td>HIM Health Information Management</td>
<td>PEL Physical Education Activities</td>
</tr>
<tr>
<td>HLP Health, Leisure and Physical Education</td>
<td>(General) Object Centered, Land</td>
</tr>
<tr>
<td>HSC Health Sciences</td>
<td>PEL Physical Education Activities</td>
</tr>
<tr>
<td>HMV Hospitality Management – Vocational</td>
<td>(General) Performance Centered, Land</td>
</tr>
<tr>
<td>HUM Humanities</td>
<td>PEN Physical Education Activities</td>
</tr>
<tr>
<td>HUN Human Nutrition</td>
<td>(General) Water, Snow, Ice</td>
</tr>
<tr>
<td>IDH Interdisciplinary Honors</td>
<td>PEO Physical Education Activities</td>
</tr>
<tr>
<td>IND Interior Design</td>
<td>(Professional) Object Centered, Land</td>
</tr>
<tr>
<td>ISC Interdisciplinary Sciences</td>
<td>PET Physical Education Theory</td>
</tr>
<tr>
<td>ISS Interdisciplinary Social Sciences</td>
<td>PGY Photography</td>
</tr>
<tr>
<td>JOU Journalism</td>
<td>PHI Philosophy</td>
</tr>
<tr>
<td>JPN Japanese Language</td>
<td>PHY Physics</td>
</tr>
<tr>
<td>LAE Language Arts and English Education</td>
<td>PLA Paralegal/Legal Assistant/Legal Administration</td>
</tr>
<tr>
<td>LEIX CLAST Review</td>
<td>PMT Precision Metal Technology</td>
</tr>
<tr>
<td>LIS Library and Information Studies</td>
<td>POS Political Science</td>
</tr>
<tr>
<td>LIT Literature</td>
<td>PRN Practical Nursing</td>
</tr>
<tr>
<td>MAC Mathematics: Calculus and Precalculus</td>
<td>PSC Physical Science</td>
</tr>
<tr>
<td>MAD Mathematics – Discrete</td>
<td>PSY Psychology</td>
</tr>
<tr>
<td>MAE Mathematics Education</td>
<td>PTN Pharmacy Technician</td>
</tr>
<tr>
<td>MAN Management</td>
<td>PUR Public Relations</td>
</tr>
<tr>
<td>MAP Mathematics Applied</td>
<td>REA Reading</td>
</tr>
<tr>
<td>MAR Marketing</td>
<td>RED Reading Education</td>
</tr>
<tr>
<td>MAS Mathematics – Algebraic Structures</td>
<td>Ree Real Estate</td>
</tr>
<tr>
<td>MAT Mathematics</td>
<td>REL Religion</td>
</tr>
<tr>
<td>MCB Microbiology</td>
<td>RTE Radiologic Technology</td>
</tr>
<tr>
<td>MEA Medical Assisting Technology</td>
<td>RTV Radio – Television</td>
</tr>
<tr>
<td>MET Meteorology</td>
<td>RUS Russian Language</td>
</tr>
<tr>
<td>MGF Mathematics: General and Finite</td>
<td>RUT Russian Literature in Transition</td>
</tr>
<tr>
<td>MKA Marketing Applications</td>
<td>SCE Science Education</td>
</tr>
<tr>
<td>MLT Medical Laboratory Technology</td>
<td>SLS Student Life Skills – Learning</td>
</tr>
<tr>
<td>MMC Mass Media Communication</td>
<td>SOW Social Work</td>
</tr>
<tr>
<td>MNA Management: Applied</td>
<td>SPA Speech Pathology and Audiology</td>
</tr>
<tr>
<td>MTB Mathematics: Technical and Business</td>
<td>SPC Speech Communication</td>
</tr>
<tr>
<td>MTG Mathematics: Topology and Geometry</td>
<td>SPN Spanish Language</td>
</tr>
<tr>
<td>MUE Music Education</td>
<td>SPW Spanish Literature (Writings)</td>
</tr>
<tr>
<td>MUG Music: Conducting</td>
<td>STA Statistics</td>
</tr>
<tr>
<td>MUL Music Literature</td>
<td>STS Surgical Technology Studies</td>
</tr>
<tr>
<td>MUM Music: Commercial/Management/Administration</td>
<td>SYG Sociology, General</td>
</tr>
<tr>
<td>MUN Music Ensembles</td>
<td>TAR Technical Architecture</td>
</tr>
<tr>
<td>MUO Music: Opera/Musical Theatre</td>
<td>TAX Taxation</td>
</tr>
<tr>
<td>MUS Music</td>
<td>THE Theatre Studies and General Resources</td>
</tr>
<tr>
<td>MUT Music: Theory</td>
<td>TPA Theatre Production and Administration</td>
</tr>
<tr>
<td>MV Applied Music: Brasses</td>
<td>TPP Theatre Performance and Performance Training</td>
</tr>
<tr>
<td>MVP Applied Music: Keyboard</td>
<td>ZOO Zoology</td>
</tr>
</tbody>
</table>
ACG 2021 Credits: 3
Financial Accounting
Computation skills are important for success in this course. It is highly recommended that students complete at least on college-level math course before taking this course. Financial accounting for service and merchandising enterprises organized as sole proprietorships, partnerships, and corporations. Emphasis on: the accounting cycle, financial statements, receivables and payables, inventory costing, depreciation and disposal of plant assets, corporate stock and bond issues.

ACG 2071 Credits: 3
Managerial Accounting 1
Prerequisite: ACG 2021. Accounting as it applies to managerial theory and practice; cost accounting concepts and relationships, forecasting and budgeting; business information requirements.

ACG 2100 Credits: 3
Intermediate Accounting 1
Prerequisite: ACG 2021. A review of the accounting cycle and advanced work in the areas of preparing and analyzing financial reports and doing case studies. A three-week internship in a small business or accounting office is included for practical experience in the accounting field and to gain experience in state tax processes.

ACG 2450 Credits: 3
Accounting Information Systems
Prerequisites: ACG 2021, CGS 2100. The accounting applications of electronic data processing, including the preparation, interpretation, and use of computer information in financial decision making.

ACO 0002 Credits: 3
Accounting 1/10-Key
Introduction to accrual accounting system emphasizing balance sheet approach and accounting cycle, including journals, ledgers, worksheets, payroll and reports of a service business, and merchandising enterprise.

ACR 0060 Credits: 3
Residential Load Calculations
The study of heat and heat flow, calculate the gain and loss, duct fabrication and sizing, register selection and installation for residential application. Lab Fee.

ACR 0061 Credits: 3
Psychometrics Calculations
Element of air and related properties necessary to solve air flow and air mixture problems, to include the basic formulas for calculations of heat and gain computations static flow. Lab Fee.

ACR 0106 Credits: 3
Electricity for HVAC Single Phase
Introduction to electron theory, Ohm’s law and its application, how electricity is produced, transmitted to load services and HVAC industry applications. Lab Fee.

ACR 0107 Credits: 3
Electrical Circuitry for HVAC - Single Phase
Introduces HVAC wiring diagrams and schematics on air conditioning systems, refrigeration and heating devices, to include the use of electrical test equipment. Lab Fee.

ACR 0122 Credits: 3
Refrigeration and Air Conditioning Components
Introduction to the major components of air conditioning and refrigeration, to include compressors, compression cycle accessories, the component functions and operational performance. Lab Fee.

ACR 0602 Credits: 3
Heat Pump Technology
Introduces heat pump concepts and fundamentals of operation, service and startup procedures, to include heat pump theory and operation from inception to present technology. Lab Fee.

ACR 0608 Credits: 3
Residential Heating Systems
Introduces the fundamentals of heating, to include fossil fuels, electrical strips and heat pumps. This further introduces associated air distribution, methods of service, installation, maintenance and safety. Lab Fee.

ACR 0701 Credits: 3
HVAC Troubleshooting and Repair Residential
Develops skills in utilizing test equipment, instruction manuals and tools necessary to determining the nature of the problem. Lab Fee.

ACR 0704 Credits: 3
Introduction to Refrigeration/Air Conditioning
Introduces the basic thermodynamics, fundamentals of refrigeration and air conditioning, including the history, principles of heat, pressures, refrigerants, and system identification. Lab Fee.

ACR 0705 Credits: 3
Mechanical Systems
Study of internal chemistry and of the refrigeration system, refrigerants, oil, contaminants, dehydration and compressor burnouts in detail. Lab Fee.

ACR 0948 Credits: 1
Co-op Work Experience 1
Prerequisite: Completion of 2 courses in major field. Introduces student to the basic principles in their field of study at the entry level and to provides an opportunity to develop appropriate work attitudes and skills needed for successful employment. Establishes an effective partnership between the student and the employer.

ACRC 0185 Credits: 1
EPA Regulations for HVAC
A preparatory course for the EPA Certification Standards Test required by section 608 of the 1990 Clean Air Act (approved and implemented September 1993).

ADV 1000 Credits: 3
Advertising
A survey of product (service) promotion with emphasis on systematic planning of a complete campaign consisting of communication goals, positioning, media strategy and cost efficiency, and post evaluative testing.

ADV 2948 Credits: 1
Service-Learning Field Studies 1
Course gives students the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

AERC 0001 Credits: 6
Introduction to Automotive Technology
Corequisite: AERC 0310. Introduces the procedures for automotive shop safety, tool and equipment orientation, hazardous waste handling and disposal, the use of service information, mathematical computations commonly used in the automotive industry, preventive maintenance services, employability and communication skills, and entrepreneurship. Lab Fee.

AERC 0110 Credits: 6
Engine Repair
Prerequisites: AERC 0010 and AERC 0310. A study of engine theory of operation, engine components, construction and materials, engine problem diagnosis to include engine removal and replacement, engine disassembly, inspection and reassembly to manufacturers specifications. Lab Fee.

AERC 0250 Credits: 6
Automatic Transmissions and Transaxles
Prerequisites: AERC 0010 and AERC 0310. A theoretical and practical application course of study that includes the diagnosis, service and repair of four and five speed manual transmissions and transaxles, mechanical and hydraulic clutch systems, front and rear wheel drive axles, all wheel drive systems (AWD) and 4x4 transfer cases and drive systems. Lab Fee.

AERC 0310 Credits: 6
Electrical/Electronic Systems 1
Corequisite: AERC 0010. This course provides an in-depth study of: electrical and electronic theory, wiring diagrams, test equipment, theory of operation, testing, diagnosis, and service of: batteries starting systems, charging systems, lighting systems, gauges, and power accessories (windows, door locks, windshield wipers, etc.). Lab Fee.

AERC 0312 Credits: 4
Electrical/Electronic Systems 2
Prerequisites: AERC 0010 and AERC 0310. This course provides an in-depth study of: electrical and electronic theory, wiring diagrams, test equipment, automotive computers and microprocessors, electrical and electronic test equipment, theory of operation, testing, diagnosis, and service of: cruise control, supplemental restraint systems, anti-theft systems, and body electronic controls. Lab Fee.

AERC 0410 Credits: 4
Brake Systems
Prerequisites: AERC 0010 and AERC 0310. Student technicians will learn the theory of operation, testing, diagnosis, and service of brake systems. Including: drum and disc brakes, hydraulic controls, power assist units, parking brakes, brake electrical circuits, and antilock braking systems. Lab Fee.
AFRC 1100 Credits: 4
Introduction to the Aerospace Workplace
Prerequisite: AFR 1250. This course covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Also covered are inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices, and lessons learned. Lab Fee.

AFRC 1253 Credits: 3
Spacecraft Structures
This course provides an overview of spacecraft structures and materials, with emphasis on the typical “hands-on” tasks associated with their inspection, test, repair modification, and maintenance.

AFRC 1100 Credits: 4
Introduction to the Aerospace Workplace
Prerequisite: AFR 1250. This course covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Also covered are inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices, and lessons learned. Lab Fee.

AERC 0610 Credits: 4
Air Conditioning and Heating Systems
Prerequisites: AERC 0010 and AERC 0310. A study of the theory of air conditioning and heating system operation including Title IV of the Clean Air Act. Students will receive “hands-on” instruction in industry accepted practices for recovery and recycling of refrigerants, service, repair, testing, and diagnosis of automotive air conditioning systems using state of the art tools and equipment. Lab Fee.

AERC 1250 Credits: 1
Evolution of the Aerospace Industry
This course provides an overview of the major elements of national and international aerospace programs. The topics covered include aerospace history, propulsion and orbital science basics, regulatory issues, planetary exploration, launch activities and commercialization efforts.

AERC 1251 Credits: 1
Aerospace Technician Profession
This course provides an overview of the aerospace profession with a review of the primary technical (core) areas of: applied mechanics, basic electricity, materials and processes, aerospace safety, and test measurement in preparation to pass the SpaceTEC “Aerospace Processing” examination and be certified. Lab Fee.

AERC 1252 Credits: 1
Spaceport Operations and Maintenance
This course provides an overview of the aerospace profession with a review of the additional technical (concentration) areas of: aerospace systems, aerospace materials and processes, fluid systems, electronic fabrication and fiber optics, and technical task analysis in preparation to pass the SpaceTEC “Aerospace Processing” examination and be certified. Lab Fee.

AMH 2095 Credits: 3
American Indian History
American Indian History from European contact to present. Topics include European colonial policy and the Indian, selected Indian cultures, Indian resistance, United States government policies and the Indian and the present concerns of Native Americans.

AMH 2948 Credits: 1
Service-Learning Field Studies 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

AML 2010 Credits: 3
Survey of American Literature 1
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A critical survey and study of American literature from the early period to 1865.

AML 2020 Credits: 3
Survey of American Literature 2
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A critical survey and study of American literature from 1865 to the present.

AML 2020H Credits: 3
Honors Survey of American Literature 2
Prerequisites: Appropriate test scores in reading and writing. ENC 1101, and admission to the Honors Program. Meets Gordon Rule and General Education requirements. A critical survey and study of American literature from 1865 to the present with a focus on diversity issues in America. The course encourages engaging, scholarly study, activities and writing designed to foster independent learners. Open to students enrolled in the BCC Honors Program.

AML 2650 Credits: 3
Issues in Multicultural American Literature
A reading of multicultural American authors focusing on issues that define our multicultural society. Students will study, critically discuss, and write about social and historical issues by examining selections by committed writers who use the written word to record, interpret, and change the social and cultural reality in which we live.

ANT 2410 Credits: 3
Cultural Anthropology
Introduction to the varieties of customs and patterns of social and cultural life of humankind. The study of behavior that is learned rather than genetically transmitted. Major divisions include anthropology and culture, sociocultural adaptations, ethnography.

APA 0121 Credits: 3
Accounting 2
Prerequisite: ACO 0002. Accounting concepts as they apply to partnerships and corporations with special emphasis on notes and interest, merchandise inventory, accruals and deferrals, plant assets, partnerships, corporate accounting, bad debts, and long-term liabilities and investments.

APA 0131 Credits: 3
Accounting 3
Prerequisite: APA 0121. More advanced accounting concepts as they apply to corporations with special emphasis on cash flow, comparative financial statements, departmental accounting, manufacturing accounting, job processing and cost accounting, budgeting, governmental and not-for-profit accounting.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 2001</td>
<td>3</td>
<td>Career Accounting</td>
<td>Prerequisites: GEB 1011 and MTB 1103. Accounting fundamentals with emphasis on application within the total framework of business operations. May be used for AS degree in Office Technology or to provide a foundation for Accounting 1.</td>
</tr>
<tr>
<td>ARE 2000</td>
<td>3</td>
<td>Early Childhood Art and Creativity</td>
<td>An examination of the role of art and creativity in the lives of young children.</td>
</tr>
<tr>
<td>ARH 1050</td>
<td>3</td>
<td>Art History Survey: Prehistory through Early Italian Renaissance</td>
<td>Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A survey of western art from prehistory to the early Italian Renaissance.</td>
</tr>
<tr>
<td>ARH 1051</td>
<td>3</td>
<td>Art History Survey: Early Italian Renaissance to Nineteenth Century</td>
<td>Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Survey of western art from the early Italian Renaissance to the Nineteenth century.</td>
</tr>
<tr>
<td>ARH 2473</td>
<td>3</td>
<td>Contemporary Art</td>
<td>Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A detailed survey of the visual arts from the impressionists through current developments. Recommended for art in relation to its society. Slide lectures, class discussion, and hands-on participation in a seminar environment.</td>
</tr>
<tr>
<td>ART 1830</td>
<td>3</td>
<td>Business of Art</td>
<td>A survey of basic art, writing, marketing, advertising, and skills needed in the business of art studied through the use of slide lectures, class discussion, guest lecturers, and hands-on participation in a seminar environment. Recommended for art majors and others interested in pursuing a career in an art-related field.</td>
</tr>
<tr>
<td>ART 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>ARTC 1201</td>
<td>3</td>
<td>Two-Dimensional Design</td>
<td>Fundamentals of the basic elements and principles of design on two-dimensional planes. Investigates the vocabulary, theory, materials, and techniques involved in creating two-dimensional design forms. May be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>ARTC 1203</td>
<td>3</td>
<td>Three-Dimensional Design</td>
<td>Fundamentals of the basic elements and principles of design on three-dimensional planes. The course investigates the vocabulary, theory, materials and techniques involved in creating semi-three-dimensional and purely three-dimensional design forms. May be taken for maximum credits of 12. Lab Fee.</td>
</tr>
<tr>
<td>ARTC 1260</td>
<td>3</td>
<td>Calligraphy 1</td>
<td>The Italic and Roman alphabets will be executed in pen and brush lettering. The commercial aspects of hand lettering and typography will also be studied. Students will analyze and produce classical, contemporary, and experimental calligraphic works. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>ARTC 1300</td>
<td>3</td>
<td>Drawing</td>
<td>Introduction to the fundamentals of drawing and composition, using a variety of media. This course may be taken for maximum credit of 12.</td>
</tr>
<tr>
<td>ARTC 1330</td>
<td>3</td>
<td>Drawing 2</td>
<td>Prerequisite: ARTC 1300 or consent of instructor. An introduction to the fundamentals of drawing the human figure. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>ARTC 1500</td>
<td>3</td>
<td>Painting 1</td>
<td>Prerequisite: ARTC 1300 or consent of instructor. Investigation of materials and techniques in oil and/or water based painting. Course may be taken for maximum credit of 12.</td>
</tr>
<tr>
<td>ARTC 1501</td>
<td>3</td>
<td>Advanced Painting</td>
<td>Prerequisite: Consent of instructor. Emphasis on exploratory work in oil and/or water based medium, achieved by means of research, evaluation of traditional and contemporary compositions. This course may be taken for maximum credit of 12.</td>
</tr>
<tr>
<td>ARTC 1540</td>
<td>3</td>
<td>Watercolor</td>
<td>Prerequisite: ARTC 1300 or consent of the instructor. Fundamentals of watercolor painting techniques. Investigates the vocabulary, procedures, tools, and materials necessary to create a watercolor painting. May be taken for maximum credit of 12.</td>
</tr>
<tr>
<td>ARTC 1750</td>
<td>3</td>
<td>Pottery</td>
<td>Instruction in hand-building, throwing on the wheel, glazing, and raku. Aesthetics of pottery design is also included. May be taken for maximum credit of 12. Lab Fee.</td>
</tr>
<tr>
<td>ARTC 2400</td>
<td>3</td>
<td>Printmaking</td>
<td>A course in graphic arts design investigating the relief, silkscreen, papermaking, and etching printmaking techniques and processes. Emphasis is placed upon the student's individual visual response to the printmaking process and technique. May be taken for maximum credits of 12. Lab Fee.</td>
</tr>
<tr>
<td>ARTC 2553</td>
<td>3</td>
<td>Acrylic Painting</td>
<td>Prerequisite: Consent of the instructor. A painting course working with the acrylic or plastic based paints. May be taken for maximum credit of 12.</td>
</tr>
<tr>
<td>ARTC 2701</td>
<td>3</td>
<td>Sculpture</td>
<td>Prerequisite: ARTC 1201 or ARTC 1300. Emphasis placed on arrangement and understanding of the relationship of three dimensional forms. May be taken for maximum credit of 12. Lab Fee.</td>
</tr>
<tr>
<td>ARTC 2702</td>
<td>3</td>
<td>Cast Sculpture</td>
<td>Prerequisite: ARTC 2701. Emphasis placed on designing and constructing cast three-dimensional forms which may be used as jewelry or sculpture. This course may be taken for maximum credits of 12. Lab Fee.</td>
</tr>
<tr>
<td>ATE 1002</td>
<td>3</td>
<td>Introduction to Astronomy</td>
<td>Prerequisite: High school algebra/Equivalent. A study of the solar system, stars, galaxies, and cosmology. An elementary survey of astronomy as both a human activity and a physical science. Primarily for non-science majors.</td>
</tr>
<tr>
<td>ATE 1002H</td>
<td>3</td>
<td>Honors Introduction to Astronomy</td>
<td>Prerequisites: High School Algebra/Equivalent and Admission to Honors Program. Topics include the solar system, stars, and galaxies. Primarily for Honors students who are non-science majors, the course addresses astronomy as both a human activity and a physical science. Observatory telescopes will be available for class projects.</td>
</tr>
<tr>
<td>ATE 1001</td>
<td>1</td>
<td>Introduction to Veterinary Technology</td>
<td>An introductory course for students accepted in the Veterinary Technology Program providing the legal and ethical standards for veterinary technicians, workplace professional conduct, resources for current issues, work environment safety, zoonotic disease risks, and career opportunities.</td>
</tr>
<tr>
<td>ATE 1110</td>
<td>3</td>
<td>Animal Anatomy</td>
<td>Corequisite: ATEL 1110. Covers the basic fundamentals of anatomy of domestic animals, especially the canine and feline, with emphasis on locating and identifying anatomical regions and landmarks. Introduction to descriptive and topographical terms and basic histology.</td>
</tr>
<tr>
<td>ATE 1211</td>
<td>3</td>
<td>Animal Physiology</td>
<td>Prerequisites: ATE 1110, ATEL 1110. This course is designed to acquaint the student with physiology of domestic animals. Emphasis is placed on the functions of organ systems relevant to veterinary technology. Aspects of physiology relating to the pathogenesis of certain diseases will be discussed.</td>
</tr>
<tr>
<td>ATE 1633</td>
<td>2</td>
<td>Small Animal Nutrition</td>
<td>This course is an elective introductory course for students accepted in the veterinary technology program that provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stage, and therapeutic nutrition (prescription foods) for dogs and cats.</td>
</tr>
<tr>
<td>ATE 1635</td>
<td>1</td>
<td>Principles of Nutrition for the Veterinary Technician</td>
<td>This course will provide information required to understand life energy requirements of well animals, common grains, forages and feeds, nutritional factors in disease conditions and nutritional treatments of these diseases, nutritional supplements and potential toxicities of vitamin and mineral supplements and additives, toxic reactions to various poisonous plants and other ingested substances and communication of hospital nutrition protocols.</td>
</tr>
</tbody>
</table>
ATE 1636 
Large Animal Clinical and Nursing Skills 
This course is designed to acquaint the student with the fundamentals of large animal breed identification, restraint, reproductive and lactation physiology and nutrition, and the technician's role in veterinary care.

ATE 1742 
Applied Veterinary Medical Terminology 
This course is designed to acquaint and familiarize the student with the language of medical terminology with emphasis on veterinary nomenclature. The student will be able to understand, formulate, articulate and document the language of the veterinary medical professional.

ATE 1943 
Veterinary Work Experience 1 
Corequisites: ATEL 1650, ATEL 1311, ATE 1001. A course consisting of supervised clinical experience in a workplace approved and monitored by the instructor and in class time. Skills emphasized in Introduction to Exam Room and Clinical Procedures Lab (ATEL 1650) and Veterinary Office Procedures (ATEL 1311) and Introduction to Veterinary Technology (ATE 1001) will be reinforced.

ATE 1944 
Veterinary Work Experience 2 
Prerequisite: ATE 1943 Corequisites: ATEL 1652, ATE 2638, ATEL 2638. A course consisting of supervised clinical experience in a workplace approved and monitored by the instructor and in class time. Skills emphasized in Introduction to Anesthesia, Surgery and Radiology (ATEL 1654) and Animal Clinical Pathology (ATE 2638 and ATEL 2638) will be reinforced.

ATE 2050 
Small Animal Behavior 
This course is an elective course for students accepted in the veterinary technology program that provides knowledge of normal canine and feline behavior, learning theory, behavior modification techniques and causes of behavioral problems in dogs and cats.

ATE 2613 
Small Animal Diseases and Pharmacology 1 
Prerequisites: ATE 1110, ATEL 1650, ATEL 1652. Corequisite: ATEL 2613. This course is designed to provide the student with knowledge in the following subjects: basic pharmacology principles and calculations, small animal infectious diseases and preventative medicine, and common disease states, routine procedures and treatments of the ophthalmic, aural, gastrointestinal, and urinary systems.

ATE 2614 
Small Animal Diseases and Pharmacology 2 
Prerequisites: ATE 2613, ATEL 2613. Corequisites: ATEL 2614, ATE 2654, ATEL 2654. The course is designed to provide the student with knowledge in common disease states, causes, pathogenesis, detection, prevention, and pharmacological treatments in dermatology, neurology, cardiology, respiratory medicine, reproduction, pediatrics, behavior medicine, and geriatrics.

ATE 2622 
Veterinary Surgical Nursing 
Prerequisites: ATE 1110, ATEL 1650, ATEL 1652. Corequisite: ATEL 2622. This course will provide information on basic animal nursing skills, principles of aseptic technique, anesthesia, pain management, surgical instrumentation for a variety of procedures, and basic principles of patient preparation and monitoring.

ATE 2638 
Animal Clinical Pathology 1 
Prerequisite: ATE 1110. Corequisite: ATEL 1635, ATEL 2638. This course is designed to introduce the student to common parasites and their life cycles. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal animal blood smears and common changes seen during disease states.

ATE 2639 
Clinical Pathology 2 
Prerequisites: ATE 2638, ATEL 2638. Corequisite: ATEL 2639. This course covers selected topics in immunology, senology, and parasitology. Laboratory testing of the renal, hepatic pancreatic, digestive, and endocrine systems are discussed as well as normal and abnormal exfoliative cytology.

ATE 2654 
Advanced Anesthesia, Surgery and Radiology 
Prerequisites: ATE 2632, ATE 2632, ATEL 2613. Corequisites: ATE 2614, ATEL 2614, ATEL 2654. The course will continue principles in surgical assisting and anesthesia, dental procedures in animals, and basic radiography safety and techniques.

ATE 2661 
Large Animal Diseases 
Prerequisites: ATEL 1636, ATEL 2656. Designed to acquaint the student with the fundamentals of preventive medicine and common diseases present in large animals.

ATE 2710 
Emergency Medicine for Animals 
Prerequisite: ATE 1110. This is a course designed to acquaint the student with fundamentals of emergency veterinary medicine including office and record systems, veterinary emergency first aid, toxicology and assisting in specialized radiological, medical and surgical techniques.

ATE 2722 
Avian and Exotic Pet Medicine 
Prerequisite: ATE 2638. This course is designed to acquaint the student with the fundamentals of avian and exotic pet husbandry, physiology, management and medicine. Includes the following vertebrate groups as lecture topics: reptiles, birds and exotic mammals.

ATE 2945 
Veterinary Work Experience 3 
Prerequisite: ATE 1944. A course consisting of supervised clinical experiences in a workplace approved by the instructor. Experience may include exotic laboratory animal or specialty practice experience.

ATE 2946 
Veterinary Work Experience 4 
Prerequisite: ATE 2945. A course consisting of supervised clinical experiences in a workplace approved by the instructor, with emphasis placed on emergency medical and surgical technical assistance and clinical pathology techniques.

ATEC 1671 
Medicine of Laboratory Animals 
A study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The animals studied include rabbits, mice, rats, guinea pigs, hamsters and primates.

ATEL 1110 
Animal Anatomy Laboratory 
Corequisite: ATE 1110. This course is designed to acquaint the student with the structures and systems that make up an animal through the use of anatomic dissection. This laboratory will correlate with ATE 1110 lecture material and will help visualize concepts. Lab Fee.

ATEL 1311 
Veterinary Office Procedures 
This course is designed to acquaint the student with office procedures, client education, mathematics and veterinary computer applications. Lab Fee.

ATEL 1650 
Introduction to Exam Room and Clinical Procedures Laboratory 
Designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, exam room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. Lab Fee.

ATEL 1652 
Introduction to Anesthesia, Surgery and Radiology Laboratory 
Prerequisite: ATEL 1650. Corequisite: ATEL 1110. An introductory course providing the basic knowledge of skills used in veterinary practice for induction and monitoring of anesthesia, preparation of the patient for surgery, surgical assisting, and basic radiographic technique. Lab Fee.

ATEL 2501 
Professional Development and Ethics Seminar 
Acquaints the student with the standards of ethical and humane veterinary practice, including laws and agencies governing the care, use and movement of animals. Includes effective job seeking techniques and resume writing.

ATEL 2613 
Small Animal Diseases and Pharmacology 1 Laboratory 
Prerequisites: ATE 1110, ATEL 1650, ATEL 1652. Corequisites: ATEL 2613. The student will apply and perform skills learned in lecture on basic pharmacology ad procedures, routine procedures for diagnosis and treatments of common small animal infectious diseases, and common disease states of the ophthalmic, aural, gastrointestinal, and urinary systems. Lab Fee.

ATEL 2614 
Small Animal Diseases and Pharmacology 2 Laboratory 
Prerequisites: ATE 2613, ATEL 2613. Corequisites: ATEL 2614, ATE 2654, ATEL 2654. The course is designed to provide the student with competence in performing procedures related to the following subjects: dermatology, neurology, cardiology, respiratory system, reproduction, pediatrics, geriatrics, behavior, alternative and blood transfusion medicine, and to expand skills learned in Animal Diseases and Pharmacology 1. Lab Fee.
ATEL 2632  Credits: 1  
Veterinary Surgical Nursing Laboratory  
Prerequisites: ATE 1110, ATEL 1650, ATEL 1652. Corequisites: ATE 2632, ATE 2633. The course will provide information on basic animal nursing skills, principles of aseptic technique, anesthesia, pain management, surgical instrumentation for a variety of procedures, and basic principles of patient preparation and monitoring. Lab Fee.

ATEL 2638  Credits: 2  
Animal Clinical Pathology 1 Laboratory  
Prerequisite: ATE 1110. Corequisite: ATE 1652, ATEL 2638. This laboratory course is designed to introduce the student to the laboratory procedures covered in the Animal Pathology I lecture course. Lab Fee.

ATEL 2639  Credits: 2  
Clinical Pathology 2 Laboratory  
Prerequisites: ATE 2638, ATEL 2658. Corequisite: ATE 2639. Provides experience in the clinical techniques of comparative hematology, serology, cytology, and bacterial and fungal cultures. Lab Fee.

ATEL 2654  Credits: 1  
Advanced Anesthesia, Surgery and Radiology Laboratory  
Prerequisites: ATE 2632, ATEL 2632, ATE 2613, ATEL 2613, Corequisites: ATE 2614, ATEL 2614, ATE 2654. This laboratory course consists of supervised clinical training and practical application of the principles and skills required of a veterinary technician in small animal anesthesia, surgical assisting, dentistry and radiography. Lab Fee.

ATEL 2656  Credits: 1  
Large Animal Clinical and Nursing Skills Laboratory  
Prerequisite: ATE 1636. Introduction to the techniques discussed in Large Animal Clinical And Nursing Skills (ATE 1636). Emphasis on animal restraint, venipuncture, injections, and administration of oral medications will be reviewed and demonstrated. Lab Fee.

BOTC 1010  Credits: 4  
Botany  
Prerequisite: College Level Biology (BSCC 1010 or equivalent). An introduction to the fundamentals of biology to include the biology of plants, animals, and fungi; structure, function, and disorders of the human body; and organizational levels and interactions within the ecosystem. Lecture and lab are designed to meet the requirements for the AA degree; this class does not substitute for BSCC 1010 as a prerequisite for advanced science courses. Lab Fee.

BSC 1005  Credits: 4  
Fundamentals of Biology  
Prerequisite: College Level Reading (CPT 83+ or equivalent). An introduction to the fundamentals of biology to include the biology of plants, animals, and fungi; structure, function, and disorders of the human body; and organizational levels and interactions within the ecosystem. Lecture and lab are designed to meet the requirements for the AA degree; this class does not substitute for BSCC 1010 as a prerequisite for advanced science courses. Lab Fee.

BSC 1010  Credits: 4  
General Biology  
Prerequisite: College Level Reading (CPT 83+ or equivalent). Corequisite: BSCC 1426. An introduction to the principles of biology to include a study of: cell structure, function and reproduction; inheritance; development, metabolism, photosynthesis, evolution, and ecology of populations. Three hours of lecture and two hours of lab per week. Lab Fee.

BSCC 1010H  Credits: 4  
Honors Biology  
Prerequisite: College Level Reading (CPT 83+ or equivalent). Admission to the BCC Honors Program. An introduction to the principles of biology to include a study of: cell structure, function and reproduction; inheritance; development, metabolism, photosynthesis, evolution, and ecology of populations. The program is open to students admitted to the BCC Honors Program. In addition to the regular BSCC 1010 course content, students will be expected to complete a research project. Three hours of lecture and two hours of lab per week.

BSCC 1011  Credits: 4  
Biology 2  
Prerequisite: BSCC 1010 or BSCC 1010H with a grade of “C” or better. An analysis of biological systems at the organismic and suprorganismic levels to include a study of evolution and diversity of life, organismic structure and function and ecology. Three hours of lecture and two hours of lab per week. Lab Fee.

BSCC 1084  Credits: 4  
Survey of Human Anatomy and Physiology  
Prerequisite: College Level Reading (CPT 83+ or equivalent). One semester course of human anatomy and physiology. Includes terminology; chemistry; cell biology and cellular respiration; tissues; survey of all organ systems. May be used for some Allied Health programs and to meet the Biological Science requirement for graduation. This course is recommended for non-science majors and does not substitute for BSCC 1010 as the prerequisite for advanced science courses. Lab Fee.

BSCC 1426  Credits: 3  
Introduction to Biotechnology Methods  
Prerequisites: CHM 1025, BSC 1421. Corequisite: BSCC 1010. This course teaches basic concepts and techniques necessary to work effectively in a biotechnology laboratory. The nature of science, lab work, and the role of the biotechnician will be discussed. Basic skills learned will include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measuring; preparing solutions; and basic techniques used for the separation of biomolecules. Students will develop confidence in their ability to work safely with proficiency in the use of basic biotech lab instruments. Lab Fee.

BSCC 2085  Credits: 4  
Human Anatomy and Physiology 1  
Prerequisite: BSCC 1010 or BSCC 1010H with a grade of “C” or better. First of a two-semester human anatomy and physiology sequence emphasizing terminology; chemistry; cell biology; tissues; and the integumentary, skeletal, muscular, respiratory, and reproductive systems. Three hours of lecture and three hours of lab per week. Lab Fee.

BSCC 2086  Credits: 4  
Human Anatomy and Physiology 2  
Prerequisite: BSCC 2085 with a grade of “C” or better. Second of a two-semester human anatomy and physiology sequence emphasizing nervous, cardiovascular, lymphatic, endocrine, digestive, and urinary systems as well as metabolism and fluid-electrolyte balance. Three hours of lecture and three hours of lab per week. Lab Fee.

BSCC 2948  Credits: 1  
Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

BSCC 2949  Credits: 1  
Service-Learning Field Studies 2  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

BUL 2241  Credits: 3  
Business Law 1  
A study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts as set forth in the Uniform Commercial Code (UCC).

BUL 2242  Credits: 3  
Business Law 2  
A study of fundamental principles of law applicable to government regulation, commercial paper, property, bailments, agency, and business organizations.

BUL 2948  Credits: 1  
Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.
CCJ 1010 Criminology
Credits: 3
In-depth examination of crime and criminality in our society. Criminology examines the causes and types of crime and means by which our society copes with it. Domestic violence, murder, and several other areas of criminology are highlighted.

CCJ 1020 American Criminal Justice
Credits: 3
The philosophical and historical background of criminal justice; to evaluate their purpose, functions, administration, and related programs.

CCJ 1100 Introduction to Law Enforcement
Credits: 3
Introductory survey of the historical and philosophical development of Law Enforcement in a democratic society. The purpose, functions, organization, and issues such as brutality, corruption and diversity are discussed. Various policing styles, including community policing, will be examined.

CCJ 1452 Criminal Justice Administration
Credits: 3
Principles of management and methods of supervision and evaluation are surveyed. Administration and managerial concepts underlying decision making, policy formation, operational strategies and coordination and control procedures.

CCJ 1488 Applied Ethics
Credits: 3
A practical overview of key issues, questions and concepts in applied ethics. Special emphasis is placed on the historical development of ethical thinking and ethical theories on the multicultural aspects of ethics.

CCJ 1714 Law Enforcement Bridge to Corrections
Credits: 1
Prerequisite: Current L. E. Certification. Designed to provide basic knowledge specific to corrections for persons currently possessing Florida Law Enforcement Certification, allowing the student to be dual certified.

CCJ 1716 Corrections Bridge to Law Enforcement
Credits: 3
Prerequisite: Current C.D. certification. Provides basic knowledge specific to law enforcement for persons currently possessing Florida Corrections Officer Certification, allowing the student to be dual certified.

CCJ 2022 Critical Issues in Criminal Justice
Credits: 3
Prerequisite: CCJ 1010 or CCJ 1020. In-depth examination of selected topics related to the study of crime and the American Criminal Justice System. Students will critically analyze a number of contemporary issues affecting enforcement, administration, law and corrections within the American social structural framework.

CCJ 2191 Criminal Justice Practitioners (Human Behavior)
Credits: 3
Course concentrates on factors associated with human behavior of clients and practitioners of the criminal justice system. Emphasis is placed on understanding basic behavior patterns encountered by the criminal justice practitioner and how to react to them.

CCJ 2650 Drugs, Alcohol and Crime
Credits: 3
Examination of use and abuse of alcohol and drugs, emphasizing physiological effects and social aspects relating to control measures and public safety.

CCJ 2948 Service-Learning Field Studies
Credits: 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

CDA 2302 Solution Architectures
Prerequisites: CIS 2321, COP 1332, and Internet Literacy. Develop complete information systems based on an analysis of requirements and available solution architectures. Lab Fee.

CDA 2500 Networking with TCP/IP
Prerequisites: CGS 1000, or consent of instructor. Introductory course on data communications including basic communications concepts, hardware, and software design with a substantial amount of technical material.

CEN 1301 Microsoft Windows 2003 Server
Prerequisites: CGS 1000, CGS 2100. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2003 Server operating system in a network environment, and to take the Microsoft Certification Exam 70-290. Lab Fee.

CEN 1322 Microsoft Windows 2003 Active Directory Services
Prerequisite: CEN 2304. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2003 Active Directory in a network environment, and to take the Microsoft Certification Exam 70-294. Lab Fee.

CEN 1325 Microsoft Windows 2003 Network Infrastructure Administration
Prerequisite: CEN 2304. This course is designed to prepare a student to design, plan, implement, and support Microsoft Windows 2003 on enterprise networks, and to take the Microsoft Certification Exam 70-291. Lab Fee.

CEN 2300 Microsoft Windows NT Workstation
Prerequisites: CGS 2263 or permission of instructor. Provides the core foundation for supporting Microsoft Windows NT operating system, and seeks to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT.

CEN 2304 Microsoft Windows 2000 Server
Prerequisites: CGS 1000, CGS 2100. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2000 Server operating system in a network environment, and to take the Microsoft Certification Exam 70-215. Lab Fee.

CEN 2305 Microsoft Windows 2000 Professional
Prerequisites: CGS 1000, CGS 2100. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2000 Professional operating system in a network environment, and to take the Microsoft Certification Exam 70-210. Lab Fee.

CEN 2307 Internet Information Server
Prerequisite: CEN 2513 or permission of instructor: Provides the core foundation for supporting Microsoft Windows NT Internet Information Server. The goal of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT Internet Information Server.

CEN 2308 Internet Explorer 5
Prerequisites: CGS 1000, CGS 2100. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Microsoft Internet Explorer 5.0 in a network environment, and to take the Microsoft Certification Exam 70-080. Lab Fee.

CEN 2320 Microsoft Windows 2000 Network Infrastructure Administration
Prerequisite: CEN 2304. This course is designed to prepare a student to design, plan, implement, and support Microsoft Windows 2000 on enterprise networks, and to take the Microsoft Certification Exam 70-216. Lab Fee.

CEN 2321 Microsoft Windows 2000 Active Directory Services
Prerequisite: CEN 2304. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2000 Active Directory in a network environment, and to take the Microsoft Certification Exam 70-217. Lab Fee.

CEN 2513 Window NT Server
Prerequisite: CGS 2263. An in-depth examination of the various tasks involved in effectively managing local or wide area networks, including management hardware, software, systems, users, and data resources.

CEN 2514 UNIX System Administration
Prerequisites: CGS 2100, CGS 1000, COP 1340. An advanced hands-on course teaching the essentials of UNIX System Administration. Topics include TCP/IP, PPP, package and window managers, make and send mail commands, hardware configuration, scripting, kernel and shell customization, administrating DNS, NFS, SMB, NMB, Apache, XFree86 Networking Systems. Lab Fee.

CEN 2522 Internet and New Technologies
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150. Create web pages with an industry standard WYSIWYG (what you see is what you get) web development application. Learn how to create web pages with graphics, hyperlinks, rollovers, swap image, animation and sound. Upload your finished web sites to remote servers. Lab Fee.
CEN 2523  
Network Analysis and Design  
Prerequisite: CGS 2263. Offers an examination of analysis and design methodology for local and wide area networks, including structured analysis techniques, system requirements definition, cost determination/comparison, network design and development, and system implementation.

CEN 2524  
Windows NT Server Enterprise  
Prerequisite: CGS 2263. Continuation of CGS 2263 in network technology and troubleshooting. Administering and troubleshooting networks, protocols, security and system maintenance.

CET 1600  
Cisco Fundamentals  
This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the OSI model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first part of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Lab Fee.

CET 1610  
Cisco Router Technology  
Prerequisite: CET 1600. This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers beginning router configurations; routed and routing protocols; and introduction to LAN switching. This is the second of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Lab Fee.

CET 2615  
Cisco Advanced Router Technology  
Prerequisite: CET 1610. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations; LAN switching; network management; and advanced network design. This is the third of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Lab Fee.

CET 2620  
Cisco Project Based Learning  
Prerequisite: CET 2615. This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers advanced network design projects and advanced network management projects. This is the fourth of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Lab Fee.

CET 2626  
Cisco 5 - Advanced Routing  
Prerequisite: CCNA Certification. This course is designed to prepare a student to apply and understand advanced routing concepts of building scalable Internetworks. The course covers an overview of scalable networks, IP addressing, routing, OSPF, multi-area OSPF, route optimization, EIGRP, BGP, and Security.

CET 2627  
Cisco 7 - Multilayer Switching  
Prerequisites: CCNA, CET 2626, and CET 2628. This course teaches the student how to build campus networks using multilayer switching technologies over high speed Ethernet. This course addresses the integration of routing and switching technologies to create an efficient campus network. Cisco products and services are identified that enable connectivity and traffic transport over Fast Ethernet.

CET 2628  
Cisco 6 - Remote Access  
Prerequisites: CCNA certification and CET 2626. This course is designed to prepare a student to apply and understand remote access principles. The course covers wide area networks, modems and asynchronous dialup connections, PPP, ISDN and DDR, dialer profiles, X.25, frame relay managing frame relay traffic, WAN backup, queuing and compression, scaling IP addresses with NAT, and using AAA to scale access control.

CET 2629  
Cisco 8 - Internetwork Troubleshooting  
Prerequisites: CCNA and CET 2627. This course is designed to provide a student with a broad-based knowledge of network security, and to prepare students for further study in specialized security fields. This course will also prepare the student to take the Computing Technology Industry Association’s Security + certification exam.

CETC 1114  
Digital Fundamentals  
Prerequisites : MAT 1033, EETC 1015. Corequisite: EETC 1015. This is the first course in digital electronics. No previous electronics background is needed although EETC 1015 must be taken concurrently. This course covers number systems, logic gates, Boolean algebra, Karnaugh Map minimization techniques, adders, comparators, encoders, decoders, multiplexers, flip flops, counters, registers, memories, PLDs, A/D and D/A converters, and IC technologies. In this class, you will have the chance to design and build a digital clock or a digital frequency counter. Lab Fee.

CETC 1132  
Microprocessor Fundamentals  
Prerequisite: CETC 1114. An introduction to Microprocessor architecture, Bus Architecture, and programming. Topics included are: overview of computers, microprocessor architecture, bus architecture, memory (R/W memory, ROM and EPROM), memory map, 8086 instruction set, loops, indexing, time delays, and subroutines. Lab Fee.

CETC 1172  
Beginning PC Repair  
Understanding the fundamentals of personal computers and associated peripherals. System components, I/O hardware, mass storage devices, busses, microprocessors, memory, motherboards, power supplies, video display hardware, communications and networking. Lab Fee.

CETC 1174  
Advanced PC Repair  
Understanding advanced technologies of the personal computer and associated peripherals. Processors and memory, bus architectures, chip sets, support circuitry, mass storage and external peripherals. Lab Fee.

CETC 2146  
Microprocessor Design  
This course presents the concepts required to design products that incorporate microprocessors. It includes interfacing using the peripheral interface adapter (PIA), digital to analog and analog to digital converters. Topics covered: system connections, timing, troubleshooting, interrupts, digital and analog interfacing, data communications and networks. Lab Fee.

CETC 2173  
PC Repair Lab  
Lab procedures will acquaint you to the hardware structure through integrating, disassemble, and reassemble of a computer system. You will evaluate computers using diagnostic software. Install and troubleshoot DOS and Windows 3.x operating systems. Correct upgrade techniques will be covered.

CETC 2179  
A+ Test Preparation  
Prerequisite: CETC 1174 or permission of instructor. To prepare the student to successfully pass the CompTIA A+ certification exam. The subjects covered will be processors and memory, bus architecture, chip sets, support circuitry, mass storage, and external peripherals. Lab Fee.

CGS 1000  
Introduction to Computers  
Is a survey course of the capabilities of digital computers. The student is presented with an overview of the software and hardware that make up a computer system. Topics include introduction to the Internet, application software, computer components, methods used in software development, operating systems, the computer numbering system, networking and communications, and related subjects. Lab Fee.

CGS 1101  
Computer Management Information Systems  
Prerequisite: CGS 1000 or consent of instructor. Introduction to computerized management information systems: in-depth coverage of the different elements required to implement a data management system. Evaluation of hardware, software, and (software) applications, data communications, and networks.

CGS 1510  
Computer Spreadsheets  
An introductory to advanced course using commercial electronic spreadsheet software. The concepts, features and commands of an electronic spreadsheet system are applied to a variety of practical business applications. Classes are conducted in hands-on lecture/lab environment. Each student assigned a microcomputer or terminal to use during class. CGS 1000 is recommended but not required. Lab Fee.

CGS 1520  
Introduction to Presentation Graphics Software  
An introductory hands-on course teaching the essentials of creating a slide show using commercially available presentation graphics software. Topics include building a slide show presentation, adding tables, graphs, special effects and clip art, templates, on-line help and saving and printing techniques.
CGS 1555 Credits: 3
Introduction to the Internet
Introductory course. Topics covered include navigation of the Internet and World Wide Web, research fundamentals, browser use, mailing lists and newsgroups, security issues, email, FTP and Telnet, basics of electronic commerce, and HTML. Lab Fee.

CGS 1560 Credits: 1
Introduction to the Computer - Windows
Designed for the student who needs basic skills for using computer application programs. Students have a friendly "hands-on" introduction to the computer and to the DISK Operating System. Lab Fee.

CGS 1871 Credits: 3
Multimedia Presentations
Introduction to the application of commercial presentation graphics programs and authorizing software for microcomputers. Topics include sound, animation, still images, text, and video. Lab Fee.

CGS 1949 Credits: 3
Co-op Work Experience 1
Prerequisite: Completion of two courses in major field. Provides students with an introductory work-based experience. Develops appropriate attitudes and skills required for occupational specialty and establishes an effective partnership between students and their employers. May be taken up to four times for credit.

CGS 2100 Credits: 3
Microcomputer Applications
Introduction to the application of software commercially available for microcomputers - topics include: word processing, electronic spreadsheets, database management, computer graphics, electronic mail, Internet access, and presentation software. Lab Fee.

CGS 2263 Credits: 3
Network+
Prerequisite: CGS 2100. The course is designed to teach the skills and knowledge measured by the CompTIA Network+ certification exam. The course provides networking information and skills in the areas of Media and Topologies, Protocols and Standards, Network Implementation, and Network Support. Lab Fee.

CGS 2571 Credits: 3
Microcomputer Applications – Advanced
Prerequisite: CGS 2100. This course is a continuation of CGS 2100 covering advanced topics in word processing, spreadsheets, databases, and presentation software. Lab Fee.

CGS 2572 Credits: 3
Post Advanced Microcomputer Applications
Prerequisites: CGS 2100, CGS 2571. This is a continuation of CGS 2571 covering post advanced topics in Microsoft Word, Excel, Access, and PowerPoint. This course is designed as a preparatory course for individuals seeking certification as a Microsoft Office User Specialist. Lab Fee.

CGS 2823 Credits: 3
Dynamic Server Pages
Prerequisite: CEN 2522. Create dynamic web pages that control web server information. Develop ASP, JSP, or ColdFusion applications without hand scripting. Make search and logon security pages. Create pages that interact with database and more to round out your web site development skills. Lab Fee.

CGS 2872 Credits: 3
Multimedia Authoring
A course in multimedia authoring software that focuses on applications including hypermedia, interactive training, database applications and creating tutorials. Topics include scripting, digital audio and video, animation, graphics and text. Lab Fee.

CGS 2932 Credits: 1-3
Special Topics in Computer Technology
Topics of current interest to students in Computer Technology AS degree programs. Course may be repeated for credit.

CGS 2941 Credits: 1-3
Internship
Prerequisite: Complete two courses in major field. Introduce basic principles of their field of study to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and cooperating employer. May be taken up to two times for credit.

CHD 1220 Credits: 3
Cognitive Development
Prerequisite: MAT 1033. Corequisite: CHML 1025. A one-semester course covering, with slightly less rigor, the same topics found in CHM 1045 and 1046 (General Chemistry 1 and 2).

CHM 1015 Credits: 3
Introduction to Chemistry
Prerequisite: High school algebra 1 (if completed within the last three years) or high school algebra 1 and 2. Introductory course for students with inadequate backgrounds to develop and build mathematical skills and learn concepts required for entry into more rigorous chemistry courses. Will not meet general education requirement.

CHM 1025 Credits: 3
College Chemistry
Prerequisites: Appropriate test scores in reading and writing/or year high school Algebra. Corequisite: CHML 1025. A one-semester course covering, with slightly less rigor, the same topics found in CHM 1045 and 1046 (General Chemistry 1 and 2).

CHM 1031 Credits: 3
Physiological Chemistry
Prerequisites: CHM 1025, MAT 1033. Corequisite: CHML 1031. The course is the second part of a rigorous two-course sequence in chemistry intended for health science or biotechnology majors. The course is designed to provide an environment of collaborative and active learning. Areas of concentration include modern organic chemistry nomenclature and organic reaction pathways, nomenclature, structure, function and metabolism of major biomolecular groups including proteins, lipids, carbohydrates and nucleic acids.

CHM 1045 Credits: 3
General Chemistry 1
Prerequisites: MAT 1033 or MAC 1105 or MAC 1140. Corequisite: CHML 1045. The first of a rigorous two-course sequence in general chemistry designed for science majors. Relates modern theories of atomic and molecular structure to physical and chemical properties. The areas of concentration include stoichiometry, kinetic molecular theory, acid properties of solutions.

CHM 1045H Credits: 3
Honors General Chemistry 1
Prerequisite: MAT 1033. Corequisite: CHML 1045H. The course is the first part of a rigorous two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative and active learning. Major areas of concentration include modern theories of atomic and molecular structure, quantitative chemistry, physical chemistry and the behavior of gases.

CHM 1046 Credits: 3
General Chemistry 2
Prerequisite: CHM 1045. Corequisite: CHML 1046. The application of chemical principles to families of elements; introduction to organic and nuclear chemistry. Areas of concentration include kinetics, electrochemistry, and equilibrium.
CHM 1200  Introduction to Organic Chemistry  Credits: 3
Prerequisites: CHM 1045, CHML 1045. A course designed to introduce students to the terminology and major concepts of organic chemistry, to prepare the student for the CHM 2210-2211 series. This course cannot be taken to meet General Education requirement for an AA degree.

CHM 2210  Organic Chemistry 1  Credits: 3
Prerequisite: CHM 1046, CHML 1046. Corequisite: CHML 2210. The first of a rigorous two-course sequence in the study of the organization of carbon compounds and the unifying principles of their chemistry.

CHM 2211  Organic Chemistry 2  Credits: 3
Prerequisite: CHM 2210, CHML 2210 Corequisite: CHML 2211. The second of a rigorous two-course sequence in the study of the organization of carbon compounds and the unifying principles of their chemistry.

CHM 2941  Internship  Credits: 1-3
Prerequisite: Complete two courses in major field. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and the cooperating employer. This course may be taken for maximum credit of 6.

CHM 2948  Service-Learning Field Studies 1  Credits: 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

CHML 1025  College Chemistry Laboratory  Credits: 1
Corequisite: CHM 1025. Laboratory practices designed to help the student acquire basic chemical laboratory skills and to illustrate theoretical concepts studied in CHM 1025. Lab Fee.

CHML 1031  Physiological Chemistry Laboratory  Credits: 1
Prerequisites: CHM 1025, MAT 1033. Corequisite: CHM 1031. This laboratory complements CHM 1031, the second part of a rigorous two-course sequence in chemistry intended for health science or biotechnology majors. It provides active, collaborative learning through direct chemical manipulation of organic and biochemical substances. Lab Fee.

CHM 1045  General Chemistry 1 Laboratory  Credits: 1
Corequisite: CHM 1045. Laboratory experience in which basic manipulatory skills are presented and practiced. Some applications of basic chemical principles are explored. Lab Fee.

CHM 1045H  Honors General Chemistry 1 Laboratory  Credits: 1
Prerequisite: MAT 1033. Corequisite: CHM 1045H. The course is the laboratory portion of the first part of a two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Experiments will illustrate the chemical concepts taught in the lecture part of the course and will provide students with the experience required to work in a modern chemistry laboratory. Lab Fee.

CHML 1046  General Chemistry 2 Laboratory  Credits: 1
Prerequisites: CHM 1045, CHML 1045. Corequisite: CHM 1046. A continuation of CHML 1045 with greater emphasis on analytical techniques and analysis and interpretation of data. Lab Fee.

CHML 2210  Organic Chemistry 1 Laboratory  Credits: 1
Prerequisite: One year college level Chemistry. Corequisite: CHM 2210. A first course in fundamental techniques used in carrying out organic synthesis. Emphasis placed on basic procedural steps and lab reports. Lab Fee.

CHML 2211  Organic Chemistry 2 Laboratory  Credits: 1
Prerequisites: CHM 2210, CHML 2210, appropriate test scores in reading and writing. Corequisite: CHM 2211. A continuation of CHML 2210, with emphasis on application of techniques and multi-step synthesis. Lab Fee.

CIS 0948  Co-op Work Experience  Credits: 3
Prerequisite: Completion of two courses in major field. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment. To establish an effective partnership between the student and employer. This course may be taken up to two times for credit. This may be included as a part of any vocational program.

CIS 1416  Help Desk Technical Support  Credits: 3
Prerequisite: CGS 2100 or consent of instructor. Packet of the course and will provide students with a broad-based knowledge of Help Desk technologies, tools, and techniques that will prepare students to implement and support an enterprise Help Desk operation. Lab Fee.

CIS 1417  Help Desk Customer Support  Credits: 3
Prerequisite: CGS 2100 or consent of instructor. This course is designed to provide students with a broad-based knowledge of Help Desk customer support skill that will prepare students to implement and support an enterprise Help Desk operation. Lab Fee.

CIS 2321  Systems Analysis and Design  Credits: 3
Prerequisite: COP 1000 or COP 1332. An introduction to the analysis of business data processing: feasibility studies, systems flow charts, and collection of relevant information. Lab Fee.

CJC 2162  Community Corrections  Credits: 3
Emphasis on community programs as alternatives to institutionalization. Programs include: halfway houses, work-release, study release. Probation and parole and community resources in the corrections process, welfare and use of volunteers, as part of the process.

CJD 0001  Law Enforcement Auxiliary Pre-requisite Course  Credits: 2
This course is designed to provide specific knowledge on law enforcement for persons desiring to work in the field as a law enforcement auxiliary officer. The course includes topics in Legal, Communications, Patrol, Traffic and Interpersonal Skills.

CJD 0120  Corrections Auxiliary Pre-requisite Course  Credits: 2
This course is designed to provide specific knowledge on corrections for persons desiring to work in the field as a Corrections Auxiliary Officer. The course includes topics in Corrections Legal, Communications, Operations and Interpersonal Skills.

CJD 0520  Public Safety Telecommunicator  Credits: 7
This course is an entry-level training program designed to give the student experience in handling equipment commonly used in a Public Safety communications environment, as well as knowledge of the basic tasks performed by a telecommunications officer. Lab Fee.

CJD 0741  Emergency Preparedness (Corrections)  Credits: 1
Provides basic skills needed to respond to and neutralize emergency situations within the correctional environment.

CJD 0750  Interpersonal Skills 2 (Corrections)  Credits: 2
Provides basic knowledge and skills to deal with specific problems within a corrections facility.

CJD 0752  Correctional Operations (Corrections)  Credits: 2
Designed to give the student a basic knowledge of the inner workings of a corrections facility and how to safely handle procedures involving inmates.

CJD 0770  Criminal Justice Legal 1  Credits: 2
This course is designed to give the student an overview of the judicial system and its components.

CJD 0771  Criminal Justice Legal 2  Credits: 1
This course will provide the law enforcement student with the knowledge in specific areas of law including property and person.

CJD 0772  Criminal Justice Communications  Credits: 2
This course will provide basic knowledge in sentence structure, spelling and how to write clear grammatically correct reports.

CJD 0773  Interpersonal Skills 1  Credits: 2
This course is designed to provide basic knowledge and skills needed to successfully interact with a variety of cultures and situations.
COURSE DESCRIPTIONS – 109

CKM 0798
Cross-Over to Corrections 1
Credits: 2
Prerequisite: Current Probation Certification. This course is designed to provide basic knowledge specific on corrections for persons currently possessing correctional probation officer certification. This will allow the student to be dual certified. The course includes topics on Communications and Interpersonal Skills.

CKM 0799
Cross-Over to Corrections 2
Credits: 1
Prerequisite: Current Probation Certification. This course is designed to provide basic knowledge specific on corrections for persons currently possessing correctional probation officer certification. This will allow the student to be dual certified. The course includes topics on Defensive Tactics, and Legal 1 and 2.

CKM 2301
Ethics in Criminal Justice
Credits: 3
A detailed exploration of ethical issues in Criminal Justice Special emphasis on morality and the law, human behavior, and ethical decision making in law enforcement, corrections and the courts.

CJE 1440
Crime Prevention
Credits: 3
An overview and analysis of crime prevention strategies used in the private and public sectors.

CJK 1540
Juvenile Delinquency
Credits: 3
This course examines some of the causes and impacts in our society as well as the juvenile justice system developed to deal with it.

CJK 0006
Introduction and Law
Credits: 2
This course is designed to introduce the student to the academy, graduation requirements, and recruit expectations during their academy attendance. It will help the students understand the components of the criminal justice system and the proper use of the chain of command in an organization. It will assist the student in learning Constitutional Law and Florida Statutes. It will enable the students to understand the Police Code of Ethics.

CJK 0010
Human Issues
Credits: 2
To enhance awareness and understanding of human diversity issues and to provide skills to enable new officers to effectively interact with people of diverse populations.

CJK 0015
Communications
Credits: 2
The entire police report writing process is covered. Topics include interviewing and interrogation, IPC skills, radio and telephone procedures, as well as practice exercises. Objectives are as specified by the CJSTC.

CJK 0060
Patrol
Credits: 2
To enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including: observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner, as well as completing the appropriate documentation and/or reports of these activities.

CKC 0070
Investigations
Credits: 2
The purpose of this course is to introduce the student to the process of performing an investigation.

CKC 0075
Investigating Offenses
Credits: 1
The purpose of this course is to introduce the student to the process of investigating specific offenses.

CKC 0080
Traffic Stops
Credits: 2
To introduce the recruit to the basic rules for conducting safe, effective traffic stops.

CKC 0085
Traffic Crash Investigations
Credits: 1
This course introduces the student to traffic crash investigations, laws pertaining to traffic crashes, and procedures for responding to a traffic crash.

CKC 0090
Tactical Applications
Credits: 2
To familiarize the student with the court process, court procedures, steps to take in preparing to give testimony, and techniques for giving credible testimony. To enable the officer to identify common types of bombs, make quick searches and evacuate persons from suspected areas when authorized and to recognize signs and symptoms of weapons of mass destruction.

CKC 0095
Criminal Justice Special Topics
Credits: 1
This course is designed to enhance hours of program curriculum where identified as needed in current existing courses within the Law Enforcement, Corrections, and Correctional Probation Basic Academies.

CKC 0202
Cross-Over Traditional/CMS Law Enforcement to Traditional Correctional Introduction
Credits: 1
This course is designed to provide specific knowledge in legal topics as they related to Correctional Officers. The student will understand the responsibilities of the Correctional Officer within the scope of the Criminal Justice System.

CKC 0203
Cross-Over Traditional/CMS Law Enforcement to Traditional Correctional Interpersonal
Credits: 1
This course is designed to provide specific knowledge and skills needed to successfully interact with a variety of cultures and situations as well as skills for effective verbal and written communications.

CKC 0211
Cross-Over Correctional to CMS Law Enforcement Introduction
Credits: 3
This course is designed to provide specific knowledge and skills needed to successfully operate a firearm. Lab Fee.

CKC 0212
Cross-Over Correctional to CMS Law Enforcement High Liability
Credits: 1
This course is designed to provide specific knowledge to the student in the high liability topic areas of Medical and Firearms. Lab Fee.

CKC 0213
Cross-Over Correctional to Law Enforcement Tactical Applications
Credits: 1
This course is designed to introduce the student to the process of investigating specific offenses.

CKC 0214
Cross-Over Traditional Correctional Probation to CMS Law Enforcement Introduction to Law
Credits: 1
This course is designed to provide the student with an overview of the academy requirements, the Criminal Justice System in Florida to include topics in Constitutional Law, Officer’s Core Values and Ethics. The course will include written and oral communications as well as human interaction issues.

CKC 0216
Cross-Over Traditional Correctional Probation to CMS Law Enforcement Human Issues
Credits: 1
This course is designed to provide specific knowledge and skills needed to successfully interact with individuals with disabilities, alcohol/substance abuse problems, dealing with criminal street gangs and responding to the elderly.

CMS Law Enforcement Vehicle Operations
Credits: 1
To better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab Fee.

CMS First Aid for Criminal Justice Officers
Credits: 2
This course is designed to provide the student with skills and knowledge of medical first aid and CPR training. The student becomes familiar with life saving skills and safety concerns for the patient and the officer responding. Lab Fee.

CMS Criminal Justice Firearms
Credits: 3
This course is designed to give the student basic skills and knowledge needed to safely operate a firearm. Lab Fee.

CMS Criminal Justice Defensive Tactics
Credits: 3
To better prepare prospective officers to control subjects and defend themselves using appropriate defense tactics in accordance with the Recommended Response to Resistance Matrix. Lab Fee.

CJL 1400
Criminal Procedures
Credits: 3
Through the study of rules governing admissibility of evidence focusing on the law of arrest, search and seizure and other due process requirements. Constitutional law is also examined as it relates to courtroom procedures.
CJL 2070 Legal Rights of Inmates Credits: 3
An examination of the constitutional and statutory rights of both jail and prison inmates in the American correctional community.

CJL 2401 Criminal Law Credits: 3
The theory and purpose of criminal law procedures with emphasis on role of the US Supreme Court and the US Constitution. The 6 index crimes and legal defenses are also examined.

CJT 1110 Introduction to Crime Scene Technology Credits: 3
An introduction to crime scene investigation techniques. Emphasis on recording the crime scene, collecting and preserving physical evidence, and examination of evidence. Includes demonstration of techniques available to the crime scene investigator.

CJT 1111 Advanced Crime Scene Technology Credits: 4
Covers advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gun shot residue, blood splatter, and recovery of buried bodies and surface skeletons also included. Emphasis on data analysis, reporting and plan of action development. Lab Fee.

CJT 1112 Crime Scene Safety Credits: 3
Emphasis on potential health and safety hazards encountered at a crime scene. Introduction of proper protective techniques to minimize risk to self and others. Includes emergency procedures and state and federal regulations.

CJT 1113 Courtroom Presentation of Evidence Prerequisite: CJT 1110. Emphasis on dress, grooming, speaking, listening and stress control during courtroom proceeding. Includes visual aid preparation and presentations of all evidence (commonly referred to as “scientific evidence”) collected at the crime scene and mock trial exercises.

CJT 1141 Introduction to Forensic Science Credits: 3
Exposes the student to the capabilities and functions of a full-service crime laboratory. Includes evidence selection and submission to crime lab in accordance with established standards and legal requirements, including chain of custody.

CJT 1220 Crime Scene Photography 1 Prerequisite: CJT 1110. Includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. Includes videography. Lab Fee.

CJT 1221 Crime Scene Photography 2 Prerequisite: CJT 1220. Emphasis on concepts, knowledge and skills taught in Crime Scene Photography 1, including specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and color enlargers. Lab Fee.

CJT 1240 Fingerprint Classification Credits: 3
Explores the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Lab Fee.

CJT 1241 Latent Fingerprint Development Credits: 3
Prerequisite: CJT 1110. Emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. Lab Fee.

CJT 1800 Introduction to Private Security Credits: 3
Examination of the nature of private/industrial security including history and development, organization and management, legal issues and loss prevention techniques. Both personal and physical security issues are studied.

CLP 1001 Human Adjustment 1
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Basic concepts, theories and behavior related to growth and development of personality. Emphasis on the origin and development of self-concept and techniques of healthy self-management in a changing society.

CLP 2140 Abnormal Psychology
Prerequisite: PSY 2012 or equivalent. This course explores major types of psychological disturbances and maladaptive behaviors as well as various diagnostic categories, causation, terminology and therapeutic approaches.

CLP 2948 Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

COA 1100 Consumer Finance
Aiding students to plan for economic future by developing capabilities of managing income and expenditure with emphasis on saving and investment plans; buying and selling a house; acquiring health, auto and life insurance coverage; borrowing money and entering into contracts.

COP 1000 Principles of Programming Prerequisite: CGS 1000. This course introduces the essential concepts that provide a foundation for computer programming. Topics include problem solving and algorithm development with pseudocode; control structures such as selection, repetition and sequence; numbering systems and memory representation; data types; sorting and searching; and documentation procedures with programming paradigms using C++ as the language platform. Other topics are array processing; modularization with cohesion and coupling; and object-oriented design with polymorphism and encapsulation. Lab Fee.

COP 1332 Visual Basic Programming Prerequisite: Completion of a procedural language or consent of instructor. Introduction to the creation of Microsoft Windows programs using Microsoft Visual BASIC programming language. Topics include properties and controls, mouse and keyboard operations, menus and dialog boxes, graphics methods, file and data operations, debugging, array, and multiple document interface. Lab Fee.

COP 1340 UNIX Fundamentals Prerequisites: CGS 1000, CGS 2100. An introductory hands-on class teaching the essentials of the UNIX operating system. Topics include the command line, text processing utilities, managing file systems, the boot and other processes, administrating users, groups, log files and permissions, backup techniques and task automation. Lab Fee.

COP 1949 Co-op Work Experience 1
Introduce students to the basic principles in their fields of study and to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and his or her employer. May be taken up to four times for credit. This may be included as part of any vocational program.


COP 2333 Visual Basic Programming Advanced Prerequisite: COP 1332. Continuation of previous course. Advanced features of Microsoft Visual BASIC Programming language. Topics include database tools, DDE and OLE, random access files, drag and drop and multi-form applications. Lab Fee.

COP 2334 C++ Programming Prerequisite: COP 1000 or consent of instructor. Introduction to the C++ Programming language syntax. Topics include implementation of loops, decision structures, functions, input/output and file operations, arrays, pointers, structures and overloading. Introduction to object-oriented paradigms of classes, data abstraction, encapsulation, inheritance and polymorphism. Lab Fee.

COP 2335 C++ Programming Advanced Prerequisite: COP 2334, or consent of instructor. Continuation of the C++ language. Topics include operator and function overloading, information hiding, inheritance, virtual functions (polymorphism) and traditional and object- oriented programming.
Study of standard data structures, arrays, stacks, queues, sets, linked lists, trees, hash tables, and their implementations. Lab Fee.

COP 2336 Credits: 3
Visual Basic for Applications
Prerequisites: CGS 2100 and COP 1392. This course uses the programming languages Visual Basic for Applications (VBA) to customize applications in the Microsoft Office suite of products. VBA offers a sophisticated set of programming tools developers can use to harness the power of Word, Excel, PowerPoint, and Access. Lab Fee.

COP 2360 Credits: 3
C# Programming
Prerequisite: COP 2334, C# (Sharp) is an evolution of the C and C++ programming languages. It uses many of the features found in those languages. It also includes enhancements to type safety, versioning, events, and garbage collection. Language includes access to common API styles. Lab Fee.

COP 2700 Credits: 3
Database Techniques
Prerequisite: CGS 2100. Current trends in database theory and techniques with hands-on experience with candid micro-computer database packages provided. Lab Fee.

COP 2701 Credits: 3
Design and Implement Databases with Microsoft SQL Server
Prerequisite: COP 2700. This course covers skills required for one of the certification exams for the Microsoft Certified Solutions Developer (MCSD) certification. Topics covered include creating data sources, creating a physical database, and maintaining a database. Lab Fee.

COP 2740 Credits: 3
Introduction to Oracle SQL and PL/SQL
Prerequisites: COP 1000, COP 2700. This course provides students with an introduction to database technology using the Oracle 8 database. The course covers relational database concepts. A strong SQL focus is emphasized. The student will be introduced to DDL, DML, and DCL statements. The course prepares students for the Oracle Application Developer and Oracle Database Administrator exams. Lab Fee.

COP 2741 Credits: 3
Oracle Database Fundamentals 1
Prerequisite: COP 2740. This course provides the basic knowledge required to perform database administration tasks. The course prepares the students for the most commonly used administration tasks. These tasks include managing user accounts, managing database instances and managing all database resources. The course prepares students for the Oracle Database Administrator exams. Students with SQL experience may co-register for COP 2740 and COP 2741 with consent of instructor. Lab Fee.

COP 2742 Credits: 3
Oracle Database Fundamentals 2
Prerequisite: COP 2741. This course prepares the student for developing database backup recovery strategies and policies. The student will learn to perform backup and recovery using Server Manager, Recovery Manager, and Backup Manager. The course will emphasize troubleshooting strategies that are used to resolve the most common problems encountered in the enterprise environment. The course prepares students for the Oracle Database Administrator exams. Lab Fee.

COP 2744 Credits: 3
Oracle Performance Tuning
Prerequisite: COP 2741. This course provides the skills to enhance the performance of an Oracle database. The focus is on proper database implementation. This course also demonstrates the warning signs of inefficient database installation and provides guidelines that can be used to resolve performance issues. Lab Fee.

COP 2800 Credits: 3
Introduction to Java Programming
Prerequisites: COP 1000 or COP 1392. Topics include loops, decision structures, I/O operations. Introduction to Java's object-oriented features including arrays, references, classes, objects, inheritance, and data encapsulation. Introduction to GUI design using Java's AWT package, and Java's predefined packages. Lab Fee.

COP 2805 Credits: 3
Advanced Java Programming
Prerequisite: COP 2800. Advanced Java programming concepts. Includes applets, interfaces, packages, properties, exception handling, native methods, multimedia mechanisms, multitreading, and networking capabilities. Continuation of Java's object-oriented features with major emphasis on class implementation. Advanced GUI design using Java's AWT Package with major emphasis on event handling. Lab Fee.

COP 2812 Credits: 3
Introduction to XML
Prerequisites: CGS 2100, COP 2822. Introduction and overview of XML, including writing well-formed and valid XML, the use of DTDs, XML schema, CSS and XSL for formatting. XML provides a uniform method for describing and exchanging structured data that is independent of applications or vendors. Lab Fee.

COP 2822 Credits: 3
Web Page Authoring
Designed for individuals who wish to create corporate or personal web pages. Includes overall structure, special effects, and coding of web page presentation. Lab Fee.

COP 2825 Credits: 3
Web Site Planning, Implementation and Management
Prerequisite: COP 2822. Focuses on the Web Server as the workhouse of the World Wide Web (WWW). Teaches how to set up and maintain a Web server. Provides in-depth knowledge of Web server operations and provides hands-on experience in installation and maintenance of a Web server. Highlights the role a Web server plays in the field of e-commerce.

COP 2830 Credits: 3
Client Side Web Scripting
Prerequisite: COP 2822. This course focuses on the skills a student requires for web application development with the focus in this course being on the client side scripting. Cascading Style Sheets, Java script along with VB Script using Microsoft.Net platform are covered. Students will be introduced to Macromedia Dreamweaver as a web application development tool. Lab Fee.

COP 2831 Credits: 3
Server Side Web Scripting
Prerequisite: COP 2830. This course focuses on web design and development with an emphasis on service-side scripting. Topics include advanced CSS, ASP.NET in combination with Microsoft.net. ISS and MySQL. Skills required for interactive web programming are provided in this course with the monitoring and administration of internet databases with web application tools and server-side scripting. Lab Fee.

COS 0001 Credits: 3
Introduction to Cosmetology
Corequisite: COSL 0001; Develops an awareness and appreciation of current design and techniques. Theoretical principle of cosmetology amplified through the study of basic chemistry, sanitation and ethics, Florida Law and basic anatomy.

COS 0080 Credits: 3
Theory in Techniques
To develop awareness and understanding of theoretical principles and techniques in various salon services rendered.

COS 0870 Credits: 1
Sales and Management
Theoretical application of manicuring and pedicuring, scalp and hair treatment, professional management and salesmanship. Designed to acquaint students with the contagious and non-contagious condition of skin, scalp, hair and nails.

COS 0871 Credits: 1
Public Relations and Salon Management
Corequisite: COS 0963. Develops professional ethics with specific emphasis on proper attitude. Emphasis on good public relations with patrons, co-workers, employers, and society, and legal aspects of owning and operating a salon.

COS 0920 Credits: 1-8
Cosmetology Review for State Board
Prerequisite: Instructor's Approval. A review to evaluate students with 1000 contact hours who need to earn the additional hours to meet state requirements Lab Fee.

COS 0963 Credits: 4
Prerequisite to State Board Exam
Reviews all phases of manipulative techniques. Acquaints the student with State Board Examination procedure; with requirements and evaluation via a generalized simulation of evaluation procedure. Lab Fee.

COSL 0001 Credits: 6
Fundamental Skills 1 Laboratory
Corequisite: COS 0001. Provides opportunities and working situations for the student to attain the required basic manipulative skills; to develop through practice, safety habits and sanitary measures; to reach fundamental performance objectives in preparation for more advanced skills. Lab Fee.

COSL 0003 Credits: 6
Fundamental Skills 2 Laboratory
Corequisite: COS 0001. Provides opportunities and working situations for the student to attain the required basic manipulative skills; to develop through practice, safety habits and sanitary measures; to reach fundamental performance objectives in preparation for more advanced skills. Lab Fee.
COSL 0080
Basic Techniques of Cosmetology 3 Laboratory
Prerequisite: COSL 0001. Corequisite: COS 0080.
Application of techniques in salon services demonstrated on live models and mannequins.
Lab Fee.

COSL 0083
Basic Techniques of Cosmetology 4 Laboratory
Prerequisite: COSL 0080. Corequisite: COS 0080.
Application of techniques in salon services demonstrated on live models and mannequins.
Lab Fee.

COSL 0084
Applied Techniques 5 Laboratory
Lab provides salon experience with patrons in hair and scalp care using principles of design in styling and preliminary diagnostic techniques used in the care of the hair and scalp prior to and following chemical treatment.
Lab Fee.

CRW 2001
Creative Writing 1
Credits: 3
Designed to help guide the student in developing original written work with emphasis on contemporary writing techniques. Planned to accommodate the needs of the individual.

CRW 2001H
Honors Creative Writing 1
Prerequisite: Admission to the Honors Program. This course is designed to help guide students in developing original written work, with an emphasis on contemporary writing techniques. The course is open to students enrolled in the BCC Honors Program.

CRW 2002
Creative Writing 2
Credits: 3
A continuation of CRW 2001 but either course may be taken first. Designed to guide the student in developing original work with emphasis on contemporary writing techniques.

CRW 2002H
Honors Creative Writing 2
Prerequisite: Admission into the BCC Honors Program. A continuation of CRW 2001 and CRW 2001H, but courses need not be taken in sequence. Designed to guide the Honors student in developing a heightened appreciation of the methodology of producing original work, with emphasis on contemporary writing techniques.

CSP 0001
Cosmetology Specialist - Nails
Credits: 2
Theory of safe and efficient work practices and related chemistry, bacteriology, basic anatomy, physiology, and state laws which pertain to nail technology.

CSP 0300
Applied Cosmetology Specialist - Nails
Credits: 6
Lab provides the development of skills in performing the manipulative techniques required in the practice of nail specialties. Lab Fee.

CSP 0300
Applied Techniques - Facial Speciality
Lab provides salon experience in all areas of skin care. Diagnostic and consultation techniques are used. Lab Fee.

CTS 1101
Introduction to Windows
Credits: 1
Introductory hands-on course teaching the essentials of using the Windows Operating System.

CTS 1171
Windows XP Professional
Credits: 3
This course is designed to provide a student with a broad-based knowledge of Windows XP Professional, and to prepare students to design, plan, implement, and support the product along with preparing the student to take the related Microsoft Certified Professional Exam 70-270.
Lab Fee.

CTS 1701
Information Technology Project Management
Credits: 3
Prerequisites: CGS 2100. An introduction to the techniques, skills and tools required to ensure the success of information technology projects.

CTS 2310
Microsoft Windows 2000 Designing Security
Credits: 3
Prerequisite: CEN 2304. This course is designed to prepare a student to design security for all aspects of a Windows 2000 network, and to take the Microsoft Certification Exam 70-218.

CTS 2320
Managing a Microsoft Windows 2000 Network Environment
Credits: 3
Prerequisite: CEN 2304. This course is designed to prepare a student to manage a Microsoft Windows 2000 network environment and to take the Microsoft Certification Exam 70-218.

CTS 2761
Microsoft Exchange Server 2000
Credits: 3
Prerequisite: CEN 1301. This course is designed to teach students to install, configure, administer, a Windows Exchange Server. This class is aligned with the objectives stated by Microsoft. Lab Fee.

CTS 2811
Microsoft SQL Server 2000
Credits: 3
Prerequisite: CEN 2304. This course is designed to prepare a student to install, administer, configure, customize, optimize and troubleshoot the Windows 2000 SQL Server database system in a network environment, and to take the Microsoft Certification Exam 70-228.

DAA 1100
Beginning Modern Dance
Credits: 3
Elementary modern dance exercises and combinations based on recognized technical modern dance styles to promote an understanding of modern dance theory. This course is designed for the student without prior dance training. Improvisational exercises will also be incorporated. This course may be taken for maximum credits of 12.

DAA 1200
Fundamentals of Ballet
Credits: 1
Introduces the student to the basic fundamental ballet movements in dance technique class environment. This course is for students without formal ballet training or that require a complete review of basic work. This course may be taken for maximum credits of 12.

DAA 1201
Beginning Ballet
Credits: 3
Prerequisite: DAA 1200 or other equivalent experience or accepted by audition or approval of faculty. This course is for students that are familiar with basic ballet movement and are ready to develop and complete the basic movement vocabulary requirements. This course may be taken for maximum credits of 12.

DAA 1500
Beginning Jazz Dance
Credits: 3
Introduces the student to the many elements of jazz dance at the basic level. Jazz as an art form will be analyzed by technique, style and performance in the dance technique class environment. This course may be taken for maximum credits of 12.

DAA 1680
Performance Repertory Company
Credits: 3
Prerequisites: Student must be actively enrolled in either DAA 1100, DAA 2101, DAA 1500, DAA 2501, DAA 1201, DAA 2202, DAA 2203, and accepted by audition or approval by faculty.
Provides an opportunity for dancers to work in a repertory company and explore the various devices and skills of ensemble performance. This course strives to provide the dancers with performance opportunities throughout the semester, as well as culminates in a final stage performance. This course may be taken for maximum credit of 12.

DAA 1750
Dance Conditioning
Credits: 1
To increase technical skills through conditioning exercises appropriate for dancers. Dance conditioning is an excellent course to improve fundamentals for the beginning/intermediate and advanced dance student or athlete. This course may be taken for maximum credits of 12.

DAA 2101
Intermediate Modern Dance
Credits: 3
Prerequisites: DAA 1100 or other equivalent experience or accepted by audition or approval of faculty. This course is designed for students with prior modern dance training and a desire to further develop their modern dance technique. Improvisational exercises will also be incorporated. This course may be taken for maximum credits of 12.

DAA 2202
Intermediate Ballet
Prerequisites: DAA 1201 or other equivalent experience or accepted by audition or approval of
This course is for students with a complete knowledge and mastery of the basic movement vocabulary requirements and are ready for intermediate ballet dance technique. Student will be able to demonstrate a clean single pirouette. This course may be taken for maximum credits of 12.

DAA 2203 Credits: 3
Advanced Ballet
Prerequisite: DAA 2202 or other equivalent experience or accepted by audition or approval of faculty. This course is for students with a complete knowledge and mastery of the intermediate movement vocabulary requirements and are ready for advanced ballet dance technique. Student must successfully complete two clean pirouettes and be practicing petite and grand allegro combinations with batterie. Pointe work is practiced at the end of each class. This course may be taken for maximum credits of 12.

DAA 2501 Credits: 3
Intermediate Jazz Dance
Prerequisite: DAA 1500 or other equivalent experience, or accepted by audition or approval of faculty. Intermediate jazz for dancers with a background in fundamental placement and technique. Emphasis is placed on correct body positions and correct execution of advanced basic techniques. Student must be able to complete a single clean jazz turn. This course may be taken for maximum credit of 12.

DEA 0130 Credits: 2
Allied Dental Theory
Prerequisite: DES 1020. This course provides a scientific base in pharmacology, embryology/histology, oral pathology, microbiology, and nutrition.

DEA 0150 Credits: 1
Dental Psychology
Basic theories of psychology and knowledge of behavioral patterns relevant to dentistry.

DEA 0800 Credits: 2
Clinical Practicum 1
Corequisite: DEAL 0800. Basic theories and procedures involved in various dental specialties including restorative/cosmetic dentistry, endodontics, periodontics, pediatric dentistry, oral surgery, orthodontics, and fixed and removable prosthodontics.

DEA 0936 Credits: 1
Dental Seminar
This course is designed to provide students with a review for the Dental Assisting National Board Exam and to provide the student with an understanding of ethics, jurisprudence, and risk management as related to dentistry. Students gain skills for seeking employment.

DEAL 0800 Credits: 5
Clinical Practice 1 Lab
Prerequisites: DES 1800, DESL 1800. Initial patient contact involving the application and practice of general chairside and specialty dental assisting functions.

DEAL 0850 Credits: 6
Clinical Practicum 2
Prerequisites: DEA 0800, DEAL 0800. Continuous practice in all the skill areas of the dental assisting curriculum. Included will be a supervised internship program utilizing the private dental offices and clinical settings. The student will apply all skills and competencies developed and increase his/her capabilities and proficiencies.

DEH 1800 Credits: 2
Dental Hygiene 1
Prerequisites: DEHC 1003, DES 1200. Corequisite: DEHL 1800. Introduction to theory behind clinical procedures necessary for complete patient assessment and comprehensive patient care. Topics include radiographic interpretation, periodontal charting, treatment planning, patient recall, instrument sharpening, root planing, instruments modified for special scaling, dental implant maintenance.

DEH 1802 Credits: 2
Dental Hygiene 2
Prerequisites: DEH 1800, DEHL 1800. Corequisite: DEHL 1802. Introduction to nutritional counseling and the rationale and utilization of ultrasonic instrumentation. Includes communication and therapeutic needs of sensory impaired, physically disabled, clefted, gerodontic, and hormonally developing special-needs patients.

DEH 2300 Credits: 2
Pharmacology for Dental Hygiene
Prerequisites: BSCC 1084 or BSCC 2085 and BSCC 2086. This course is a study of the administration, indications, contraindications, adverse reactions, and precautions of pharmaceutical preparations. Special consideration is given to the therapeutic agents used in dentistry.

DEH 2400 Credits: 3
General and Oral Pathology
Study of general pathology and human physiological response to disease and injury. Emphasis is given to recognition and study of pathological conditions of structures of oral cavity.

DEH 2701 Credits: 2
Community Dental Health 1
Students are introduced to aspects of public health and community dentistry. The course includes basic concepts of program planning, implementation, and evaluation. Statistics, research methodology, and dental health education are also studied.

DEH 2804 Credits: 2
Dental Hygiene 3
Prerequisites: DEH 1802, DEHL 1802, DEHC 2602. Corequisite: DEHL 2804. A continuation of Dental Hygiene 2. The theory and practical application for more advanced clinical skills such as ultrasonic debridement, gingival curettage, air polishing, and orthogingival removal are introduced. Other areas of emphasis include case documentation, peroral photography, and management of special-needs patients.

DEH 2806 Credits: 2
Dental Hygiene 4
Prerequisites: DEH 2804, DEHL 2804. Corequisite: DEHL 2806. The last course in the clinical lecture course series includes the introduction of advanced techniques and new technologies in patient care; the study of ethics and jurisprudence; and review of national and state board examination requirements to aid in student employment preparation.

DEHC 1003 Credits: 3
Pre-Clinical Dental Hygiene
Prerequisite: HSC 1000. Theory and practical skills necessary for instrumentation is introduced including clinical sessions to demonstrate proficiency utilizing dental hygiene instruments, charting periodontal findings and appointment sequencing. Emphasis on beginning instrumentation skills. Lab Fee.

DEHC 1130 Credits: 2
Oral Histology and Embryology
A study of embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. Lab Fee.

DEH 2602 Credits: 2
Periodontology

DEHL 1800 Credits: 3
Dental Hygiene Clinic 1

DEHL 1802 Credits: 1
Dental Hygiene Clinic 2
Prerequisites: DEHL 1800. Corequisite: DEH 1802. This course provides the student with continuing clinical practice and mastery of basic patient assessment skills, instrumentation, and radiographic techniques. Students will be introduced to adjunctive debridement techniques utilizing ultrasonic scaling devices. Lab Fee.

DEHL 2701 Credits: 1
Community Dental Health 2
Prerequisite: DEH 2701. Gives the dental hygiene student an opportunity to apply concepts and methods covered in DEH 2701 to a community setting. Student projects will be designed and implemented.

DEHL 2804 Credits: 4
Dental Hygiene Clinic 3
Prerequisites: DEHL 1802, DEH 1800. Corequisite: DEHL 2804. Emphasizes proficiency in oral prophylaxis, root planing and comprehensive treatment planning. Students will gain experience in intraoral photography, nutritional counseling and working with special needs patients. Students will prepare a case documentation on selected clinical patients. Lab Fee.

DEHL 2806 Credits: 5
Dental Hygiene Clinic 4
Prerequisites: DEHL 2804, DEHL 2804. Corequisite: DEHL 2806. Course emphasizes mastery level proficiency in oral prophylaxis, root planing, gingival curettage, comprehensive treatment planning and use of ultrasonics, air polishers and oral irrigators. Students are prepared for state board tests. Lab Fee.

DEP 2004 Credits: 3
Developmental Psychology of the Life Span
Prerequisite: C or better in PSY 2012. Recommended for students who have achieved
sophomore standing. An analysis of the physical, psychological, social and environmental factors in human growth and development. Lecture and field observation.

DEP 2948 Service-Learning Field Studies 1
Course gives students an opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

DES 1020 Head, Neck and Dental Anatomy
Corequisite: DESL 1200. Study of the anatomy of head and neck with emphasis on the maxilla and mandible. Also, the anatomy of the deciduous and permanent dentitions and supporting structures is covered.

DES 1051 Dental Pharmacology/Pain Control
This course is the study of agents used in dentistry for local anesthesia and pain control. Nitrous oxide sedation and its use is covered.

DES 1200 Dental Radiography
Corequisite: DESL 1200. This course provides the student with the fundamental knowledge of the nature, physical behavior, biological effects of radiation to maximize under-standing of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.

DES 1502 Dental Office Management
Students gain knowledge and proficiency in all office management procedures. Course includes telephone techniques written communication for business, inventory control ordering, recall systems, appointment control, accounts payable, accounts receivable, dental insurance.

DES 1600 Office Emergencies
Prerequisite: HSC 1000. Theory and practice in basic emergency procedures to manage medical emergencies occurring in the dental setting.

DES 1800 Introduction to Clinical Procedures
Prerequisite: HSC 1000. Corequisite: DESL 1200. Introduces Dental Assisting and Dental Hygiene students to basic concepts of clinical practice. History of dentistry dental health team members, professional organizations, medical/dental history, operation/maintenance of dental equipment, operator/patient, four-handed techniques, oral evaluation, dental charting and coronal polishing skills are included.

DES 1840 Preventive Dentistry
Philosophy and principles of preventive dentistry, emphasizing the dental auxiliary’s role in patient care utilizing proper methods for plaque control, patient education and motivational techniques, tooth stains and discolorations, hypersensitive teeth, and fluorides are also discussed.

DESC 2100 Dental Materials
This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

DESC 2830 Expanded Functions for Dental Auxiliaries
Basic knowledge and clinical practice necessary for the dental auxiliary to perform expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Lab Fee.

DESL 1020 Head, Neck and Dental Anatomy Laboratory
Corequisite: DES 1020. Laboratory course provides an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental practice. Lab Fee.

DESL 1200 Dental Radiology Laboratory
Corequisite: DES 1200. As a corequisite to Dental Radiology Theory (DES 1200), this course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs. Lab Fee.

DESL 1800 Introduction to Clinical Procedures Laboratory

DESL 2100 Dental Materials Laboratory
This course enables students to transfer theory into technique by providing hands-on experience with dental equipment and materials covered in the Dental Materials lecture course. Lab Fee.

DSC 1003 Foundation of Homeland Security
Provides an introspective review of the history of U.S. Homeland defense initiative. Explores the evolution of homeland security and the agencies involved.

DSC 1005 Terrorism in Today’s World
An examination of ideologies of a variety of social and political conflicts (international and domestic) that bring about Terrorism. The implications that these issues bring upon the criminal justice system will be examined as part of this course.

DSC 1032 Preparation and Response for Terrorism
This course focuses on the increased awareness of terrorism. The instituting of meaningful preventive measures while significantly increasing preparedness levels is studied. As well, the aspects of response techniques and recovery plans are explored.

DSC 1035 Recognition and Investigation of Terrorism
This course focuses on the identification of terrorist groups. The gathering of intelligence information and the analysis of the material is studied. The unique aspects of terrorism investigations versus the traditional investigation is also explored.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics 2 (Microeconomics)</td>
<td>3</td>
<td>Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics.</td>
</tr>
<tr>
<td>ECO 2023H</td>
<td>Honors Principles of Economics 2 (Microeconomics)</td>
<td>3</td>
<td>Prerequisite: Admission to the Honors Program. Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics. The course is open to students enrolled in the BCC Honors Program.</td>
</tr>
<tr>
<td>ECO 2948</td>
<td>Service-Learning Field Studies 1</td>
<td>1</td>
<td>Course gives students an opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>ECS 1001</td>
<td>Introduction to Comparative Economics</td>
<td>3</td>
<td>Prerequisite: ECO 2013. A comparative study of economic systems in selected Western and non-Western nations. An explanation of the economic basis for world trade, the balance of payments, and international exchange rates.</td>
</tr>
<tr>
<td>EDF 1005</td>
<td>Introduction to Education</td>
<td>3</td>
<td>Prerequisite: ENC 1101. This course is an introduction to the teaching profession and includes an overview of the historical, sociological, and philosophical issues affecting teachers and schools. It requires 15 hours of observation in a school setting and is mandatory for all students pursuing a degree in education. Students desiring to complete the observation in the Brevard County School System must be prepared to undergo a security check.</td>
</tr>
<tr>
<td>EDF 1050</td>
<td>Introduction to Tests and Measurements</td>
<td>3</td>
<td>Prerequisite: Completion of EDF 1005 or Instructor's Approval. This course provides an intensive investigation of basic measurement theories in test construction and evaluation. Practical application of testing in educational settings will also be explored. NOTE: This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2030</td>
<td>Effective Classroom Management</td>
<td>3</td>
<td>This course is designed to instruct students in the learning environment in the classroom. This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2060</td>
<td>History of Education in the United States</td>
<td>3</td>
<td>Prerequisite: Completion of EDF 1005 or Instructor's approval. This course offers students a look at the evolution of public education in the United States. NOTE: This course does not satisfy the SUS requirements for undergraduate admissions into a Florida teacher preparation program. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2090</td>
<td>Current Issues in Education</td>
<td>3</td>
<td>Prerequisite: Completion of EDF 1005 or Instructor's Approval. This course offers an opportunity for students to discuss a wide range of issues in education. NOTE: This course does not satisfy the SUS requirements for undergraduate admissions into a Florida teacher preparation program. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2600</td>
<td>School and Society</td>
<td>3</td>
<td>Prerequisite: Completion of EDF 1005 or Instructor's Approval. This course offers an introduction to the historical, philosophical, sociological, and political foundations of American education. NOTE: This course does not satisfy the SUS requirements for undergraduate admissions into a Florida teacher preparation program. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2905</td>
<td>Directed Study in Education</td>
<td>3</td>
<td>Course involves a directed study in a specified topic for participants. Check with the instructor for the approved specific content for a particular semester. This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2910</td>
<td>Educational Research</td>
<td>3</td>
<td>Prerequisite: Completion of EDF 1005 or Instructor's Approval. This course provides education majors and education professionals an opportunity to engage in intensive research on an appropriate topic in their educational career. Paper must be at least 6,000 words. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2930</td>
<td>Special Topics in Education</td>
<td>3</td>
<td>This course involves an intensive study of particular concepts in education; check with the instructor for specific content for a particular semester. Course may be repeated for credit with a change in topic for a maximum of 12 credits. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDF 2948</td>
<td>Service-Learning Field Studies 1</td>
<td>1</td>
<td>Course gives students an opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>EDF 2950</td>
<td>Field Experience in Educational Settings</td>
<td>3</td>
<td>Prerequisite: Instructor's Approval. This course offers credit for field placement in educational settings that reflect the students' career choice and area of specialization. NOTE: This course does not satisfy the SUS requirements for undergraduate admissions into a Florida teacher preparation program. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.</td>
</tr>
<tr>
<td>EDFG 2701</td>
<td>Teaching Diverse Populations</td>
<td>3</td>
<td>Prerequisite: ENC 1101. This course is designed to provide students with the attitude, knowledge, and skills necessary to function in a culturally diverse educational setting. This course has a mandatory fifteen hour direct field experience component. Students desiring to complete the direct field experience in the Brevard County School System must be prepared to undergo a security check.</td>
</tr>
<tr>
<td>EDF 2932</td>
<td>Special Topics in Science Education</td>
<td>1-6</td>
<td>An introductory course to describe the evolution and distribution of coral reefs, their biotic diversity, and ecological relationships.</td>
</tr>
<tr>
<td>EEC 1001</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
<td>This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. This course contains mandated materials and information required for the 30-hour State Child Care Workers Certification course. One of three courses that combined meets the CDAE requirements for the State of Florida.</td>
</tr>
<tr>
<td>EEC 1006</td>
<td>Montessori Philosophy</td>
<td>3</td>
<td>Theory of Montessori Method including evolution, relationship to Piaget, Erikson, Kohlberg, Vygotsky, and others; sensitive periods of development; role of teacher as directress; prepared environment; and process of normalization.</td>
</tr>
<tr>
<td>EEC 1200</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
<td>This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials and in the methods of presentation to children in the curriculum areas of music, art, math, science, literacy and fine and gross motor. One of three courses that combined meets the CDAE requirements for the State of Florida. Lab Fee.</td>
</tr>
</tbody>
</table>
| EGC 2530    | Montessori Curriculum 1                                                                                                                  | 6       | Prerequisite: EEC 1006. Corequisite: EEC 2940. This course introduces the student to the learning materials found in the practical life and language areas of a Montessori preschool classroom. Class
COURSE DESCRIPTIONS – 116

Health, Safety and Nutrition for the Young Child
This course provides an overview of the fields on health, safety and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate concepts in health, safety and nutrition into a quality child care setting.

EEC 2940
Montessori Teaching Practicum 1
Prerequisite: EEC 1006. Corequisite: EEC 2930. Teaching experience in approved Montessori early childhood classroom under the supervision of approved instructors.

EEC 2941
Montessori Teaching Practicum 2
Prerequisite: EEC 1006, EEC 2940. Teaching experience in approved Montessori early childhood classroom under the supervision of approved instructors.

EET 1003
Introduction to Electronics
An overview of electronics to acquaint the student with the principles upon which modern electronic devices operate. The course includes an introduction to the basic concepts of electricity and magnetism, electronic circuits, television, digital electronics and computers.

EET 1055
Basic Electricity/Electronics
A comprehensive introduction using a broad based approach covering principles upon which modern electronic/electrical systems operate. Introduction to basics of electronics, measuring devices, basic units, resistance, conductors, measurement, sources, series/parallel circuits, common DC/AC circuits, and safety will be covered. Lab Fee.

EET 1015
Circuit Fundamentals 1
Prerequisite: MAT 1033. This course is the foundation course of the Electronic Engineering Technology Program. This course covers the atomic nature of electricity, DC circuit components and symbols, Ohms law, series and parallel DC circuits, Kirchhoff's laws, Nodal analysis, Mesh analysis, Superposition theorem, Delta to Wye transformation, Thévenin's theorem, Norton's theorem, Millman's theorem, maximum power transfer theorem, DC magnetics, electromagnetic induction, DC and AC motors, and coil instruments. Lab Fee.

EET 1025
Circuit Fundamentals 2
Prerequisite: EETC 1015. This course is a continuation of EET 1015. The subjects covered in the course are: inductance, capacitance, R and RL time constants, generation of the alternating current (AC), phasors and decibels, inductive and capacitive reactance, transformers, series RC, RL, and RLC circuits, series and parallel resonance, filters, and their applications. This course will prepare you for the two-course sequence in analog electronics that begins with EETC 1141. Lab Fee.

EET 1036
DC/AC Circuits
Prerequisite: Pass CRT. Introduction to electronics explores the essential theory and applications of DC and AC circuits. Topics covered are: electrical quantities and units, resistors, switches, batteries, conductors, series circuits, parallel circuits, series parallel circuits, magnetism, the sine wave, capacitance, inductance, and transformers, four class hours and three computer-assisted instruction (CAI) lab hours. Lab Fee.

EET 1037
DC/AC Analysis
Prerequisite: MAT 1033. Corequisite: MAC 1105 or MAC 1140. Topics covered are Kirchhoff's voltage and current law, nodal and mesh analysis, superposition theorem, delta-wye transformation, impedance and complex numbers and RLC circuit analysis. Required for students with BCC Certificate in Electronic Technology or equal wishing to transfer credits toward AS degree Electronic Engineering Technology program. Lab Fee.

EET 1141
Analog Devices
Prerequisite: EETC 1025. Corequisite: EETC 1025. This is the first course of a sequence in analog electronics. The topics covered in this course are: history of electronics, semiconductors diodes, diode rectifier circuits, zener, varactor, LED and special diodes, bipolar transistors, monopolar transistors, small signal transistor amplifiers, power transistor amplifiers, and amplifier frequency response. After finishing this course, the student will be able to design unregulated power supplies, transistor audio power amplifiers, audio power amplifiers, oscillators, limiters, clamps, and several other important circuits. Lab Fee.

EET 1142
Analog Circuits
Prerequisite: EETC 1141. This course is a continuation of EETC 1141. The topics covered in this course are: operational amplifiers, active filters, mixers, oscillators, function generators, counters, comparators, and active filters using op-amps, linear regulated power supplies, switching power supplies, and several other important circuits. Lab Fee.

EET 1571
General Principles of Residential and Commercial Facility Wiring
Introduction to theory and safe electrical practices for residential and commercial wiring systems, controls and repairs. Load balancing and power demands of modern dwellings. Exclusive overview of modern house wiring and repair methods.

EET 1610
Through-Hole and Surface-Mount Soldering
A course for electronic technicians which includes high reliability soldering techniques, electrostatic discharge awareness and prevention and surface mount rework and repair. Lab Fee.

EET 2213
Basic Instrumentation
An introduction to the operation of standard laboratory test equipment, the measurement of electrical parameters and measurement methods used in industries requiring strict quality assurance. Lab Fee.

EET 2215
Instrumentation and Control Systems
Prerequisite: EETC 1142. A review of the operation of standard laboratory test equipment, the measurement of electrical parameters, and an introduction to computer controlled instrumentation systems. Major topics are: general instrumentation, transducers and signal conditioning, electromechanical devices, servo controls, GPIB overview, and GPIB software and hardware. Lab Fee.

EET 2245
Instrumentation Systems
Prerequisite: EETC 1142. This course emphasizes the equipment, systems, and software involved in the utilization of a graphical programming environment used in developing automated instrumentation systems. Lab Fee.

EET 2325
Electronic Communication Systems
Prerequisite: EETC 1142. This course covers single sideband AM and FM transceivers, digital communication techniques, frequency allocation, microwave technology, lasers and fiber optics, wave propagation, antennas, and transmission lines. Lab Fee.

EET 2335
Communication Systems 2
Prerequisite: EETC 2325. Continuation of EETC 2325 covering transmission lines, electromagnetic propagation, antennas, wave-guide, basics of fiber optic devices and systems. Lab Fee.
EETC 2365    Credits: 3
Data Communications
This course emphasizes the equipment, systems, and software involved in the sending and receiving of data over modern communications systems. This course is suitable for both electronics and computer students. Lab Fee.

EETC 2609    Credits: 3
Electronic Fabrication and Fiber Optics
Prerequisites: EETC 1005 and EETC 2851. This course takes a hands-on approach to the soldering, wire wrapping, potting, crimping and cable lacing of electronic components and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting. Lab Fee.

EETC 2620    Credits: 3
Advanced Surface-Mount Soldering Technology
Prerequisite: EETC 1610. Advanced hands-on surface mount soldering course focused on rework and repair techniques for electronic technicians. Lab Fee.

EETC 2724    Credits: 3
Schematic Capture and Modeling
This course affords the student with knowledge and skill in the use of schematic capture and printed circuit board layout software. Lab Fee.

EETC 2930    Credits: 4
Project Management and Engineering
Prerequisite: EETC 2142. Project management techniques following standard industry practices combined with a real engineering project that students participate in at various levels of responsibility. This course includes organizational and hardware experiences that bring a proposal to final product. Lab Fee.

EEX 2947    Credits: 1
Service-Learning Field Studies 1
Prerequisite: Instructor Approval. This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

EEX 2948    Credits: 1
Service-Learning Field Studies 1
Course gives students an opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

EGN 2930    Credits: 3
Space Science and Technology
This course is a comprehensive introduction to space science and technology; covering the past, present, and future of manned and unmanned civil, military, and commercial space programs.

The basics of rocket propulsion, orbital mechanics, and the Space environment are covered.

EME 1501    Credits: 3
Distance Learning Seminar
This course is designed to teach instructional personnel how to create distance learning courses. Students will be introduced to syllabus design, visual communication techniques, and presentation techniques. Students will also learn to navigate distance learning applications and vehicles such as Blackboard, WebCT, or any other e-Learning vehicle. This course transfers to the upper level as elective credit only. It does not satisfy any prerequisite requirement.

EME 2040    Credits: 3
Technology for Educators
An introduction to the electronic tools of the information age, with an emphasis on the use of new technologies to facilitate the accomplishments of instructional tasks.

EME 2948    Credits: 1
Service-Learning Field Studies 1
Course gives students an opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

EMS 1119    Credits: 6
Emergency Medical Technology (Didactic)
Prerequisite: CPR Certification. Corequisites: EMSL 1119, EMS 1411, EMS 1421. This is a one semester program of classroom lecture which encompasses the US Department of Transportation, National Standard Curriculum. This course and its corequisites are designed to prepare the student to take the Florida State EMT Certification examination. Lab Fee.

EMS 1411    Credits: 2
Emergency Medical Technology Hospital Practicum
Prerequisite: CPR Certification. Corequisites: EMSL 1119, EMS 1411, EMS 1421, EMS 1444, EMS 1454, EMS 1464, EMS 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development.

EMS 1421    Credits: 2
Emergency Medical Technology Ambulance Practicum
Prerequisite: CPR Certification. Corequisites: EMS 1411, EMSL 1119, EMS 1421. The ambulance practitioner provides the student actual patient care opportunities while working as a team member in area hospital emergency departments.

EMS 1525    Credits: 2
Introduction to Electrocardiography
Course designed to help students with no prior experience or course work in ECG or cardiac physiology. It can be used as recourse and review for EMT, Paramedic, LPN, RN, Respiratory Technician, Medical Assistants, and other health care professionals. It is premised that the course content and progression of material assumes no previous training in ECG interpretation or cardiac physiology. Student will become proficient in fundamentals of cardiac anatomy and physiology integrated with the EKG tracing and wave form interpretation lead placement, and a systematic approach to ECG interpretation. Certificate awarded upon successful completion. Lab Fee.

EMS 2601    Credits: 8
Paramedic
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2644, EMS 2654, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development. Lab Fee.

EMS 2602    Credits: 8
Advanced Paramedic
Prerequisites: EMS 2601, 2644, 2654, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as ACLS (Advanced Cardiac Life Support), obstetrics, pediatrics, management of the emotionally disturbed, intubation, extrication, medical emergencies, MCI, HazMat, and acute interventions for the chronic care patient in the hospital setting.

EMS 2644    Credits: 4
Paramedic Hospital Practicum
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2601, EMS 2644, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development.

EMS 2645    Credits: 4
Advanced Paramedic Hospital Practicum
Prerequisites: EMS 2601, EMS 2644, EMS 2654, EMSL 2601. Corequisites: EMS 2602, EMS 2645, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as ACLS (Advanced Cardiac Life Support), obstetrics, pediatrics, management of the emotionally disturbed, intubation, extrication, medical emergencies, MCI, HazMat, and acute interventions for the chronic care patient in the hospital setting.

EMS 2654    Credits: 3
Paramedic Ambulance Practicum
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2601, EMS 2644, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development. Lab Fee.

EMS 2655    Credits: 3
Advanced Paramedic Ambulance
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2602, EMS 2645, EMSL 2601. A course designed to provide advanced training in emergency medical procedures in areas such as ACLS (Advanced Cardiac Life Support), obstetrics, pediatrics, management of the emotionally disturbed, intubation, extrication, medical emergencies, MCI, HazMat, and acute interventions for the chronic care patient in the hospital setting. Lab Fee.
Courses

ENL 2022
Survey of British Literature 2
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A continuation of ENL 2012. A critical study of selected pieces of British literature from the Romantic period to the present.

ENL 2330
Introduction to Shakespeare
Prerequisite: Appropriate test scores in reading and writing. Introduction to the pleasure and wisdom of Shakespeare’s plays. Various approaches are used: movie version of the plays, staging of scenes from the plays, lecture and classroom discussion.

EST 1800
Solar Thermal Technologies
An introduction to the background, essential theory, principles and future of “Solar Thermal Technologies”. Topics include solar fundamentals, solar water heating systems and components, systems installation, check-out and startup procedures, solar water heating troubleshooting, solar pool heating, and code and safety issues.

EST 1810
Energy Efficient Buildings
This is the foundation course for understanding the engineering principles in Energy Efficient Buildings. Topics include: energy efficient - site selection, massony, plumbing, materials, appliances, electrical and diagnostic testing.

EST 1820
Alternative Fuels and Electric Vehicle Technologies
An introduction to the background, essential theory, principles and future of “Alternative Fuels and Electric Technologies”. Topics include: history of the automobile, world energy supply and demand for transportation, bi-fuel vehicles, liquid gas, bio-diesel, electric technology, electric vehicle components, fuel cell safety, and other sources of energy.

ESTC 1240
Fiber Optic Terminations
A hands-on fiber optic course focused on the fabrication of fiber optic cable assemblies, using a variety of connectorization and splicing techniques. Cable installation and system troubleshooting techniques will also be presented. Lab Fee.

ETD 1931
Special Topics
Course topics to be established as community needs are identified. Lab Fee.

ETD 2941
Internship
Principles of field of study with opportunities for students to develop appropriate attitudes and skills needed for successful employment and establish an effective partnership between student and cooperating employer. This course may be taken for a maximum credit of 6.

ETDC 1540
Civil Drafting
Prerequisite: Previous drafting experience or instructor permission. Drafting course involving maps, drainage, plan and profile views, roadway cross-sections, earthwork, and land development drawings utilizing CAD. Lab Fee.

EMS 2659
Credits: 9
Advanced Paramedic Ambulance Internship
Prerequisites: EMS 2601, EMS 2602, EMS 2644, EMS 2645, EMS 2654, EMS 2655, EMSL 2601, EMSL 2602. A course designed to provide the application and demonstration of knowledge in the pre-hospital setting on Advanced Life Support. Ambulance working as a paramedic while under direct supervision of a Florida Certified solo Paramedic.

EMS 1119
Emergency Medical Technology Laboratory
Prerequisite: CPR certification. Corequisites: EMS 1119, EMS 1411, EMS 1421. This course is designed to include practice, application and performance evaluation of required occupational skills for the EMT in simulated patient care situations. Lab Fee.

EMS 2601
Credits: 2
Paramedic Laboratory
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2644, EMS 2654, EMS 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development. Lab Fee.

EMS 2602
Credits: 2
Advanced Paramedic Laboratory
Prerequisites: EMS 2601, EMS 2644, EMS 2654, EMS 2601. Corequisites: EMS 2645, EMS 2655, EMS 2602. A course designed to provide advanced training in emergency medical procedures in areas such as ACLS (Advanced Cardiac Life Support), obstetrics, pediatrics, management of the emotionally disturbed, intubation, extrication, medical emergencies, MIC, HazMat, and acute interventions for the chronic care patient in the hospital setting. Lab Fee.

ENC 0030
Business English and Communications
A course designed to provide fundamentals in English skills, effective business writing, and oral communications. Emphasis on grammar, spelling, punctuation, business writing, speaking, listening skills, and employability skills.

ENC 1101
Communications 1
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A course designed to teach principles of pre-writing, organizing, revising and editing essays. Includes basic research and documentation methods. By state mandate, students must write a minimum of 6,000 words in this course. This is a general education diversity infused course.

ENC 1101H
Honors Communications 1
Prerequisite: Acceptable placement test scores and admission to the Honors Program. Meets Gordon Rule and General Education requirements. A course designed to fulfill the objectives of ENC 1101 in a setting of intensified study, discussion, and analysis of a wide variety of written work. The course is open to students admitted to the BCC Honors Program.

ENC 1102
Communications 2
Prerequisite: ENC 1101 or ENC 1101H. Meets Gordon Rule and General Education requirements. Emphasizes writing literary analysis using different rhetorical strategies. Selections include the short story, essay, novel, poetry, drama, or film which provide the basis for advanced essay writing, research, and practice. This is a general education diversity infused course.

ENC 1102H
Honors Communications 2
Prerequisites: ENC 1101 or ENC 1101H and admission to the Honors Program. Meets Gordon Rule and General Education requirements. Continuation of ENC 1101 or ENC 1101H with emphasis on writing about literature. Selections from the areas of the short story, essay, novel, poetry, or drama provide the basis for advanced essay writing, research, and practice in literary analysis. The course is open to students admitted to the Honors Program.

ENC 2210
Technical Writing
Prerequisite: ENC 1101. Organization, correctness, and use of technical documents important to industry and business. The entire report is studied, from its initial concept to the completed work. Sentence structure, punctuation, and spelling are stressed to reflect the writer’s ideas and ability to present those ideas correctly and acceptably.

ENC 2948
Service-Learning Field Studies 1
Course gives students the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

ENCV 0001
College Preparatory Writing 1
Prerequisites: Placement test CPT/FELPT, score below 60; ACT score below 14; SAT, score below 371. Teaches sentence building skills and simple paragraph development. Emphasizes logical, effective, varied sentence constructions, correct grammar, usage, punctuation, mechanics. Includes simple word processing skills. Based in classroom and lab. To exit, students complete course requirements and pass exit exam, written and objective.

ENCV 0010
College Preparatory Writing 2
Prerequisites: Placement test CPT/FELPT, score 60-82; ACT, score 14-15; SAT, score 371-419. Teaches basic writing skills, including content organization, grammar, punctuation, mechanics, and basic word processing. Based in classroom and lab. Satisfies vocational writing course requirements and pass state exit exam.

ENL 1102
Survey of British Literature 1
Prerequisite: ENC 1101 is recommended and appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Introduction to the first ten centuries of British literature from the early Anglo-Saxon period through the eighteenth century Age of Reason. Major works such as Beowulf and authors such as Chaucer, Milton, Shakespeare and Swift are emphasized.

ENL 2012
Survey of British Literature 2
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A continuation of ENL 2012. A critical study of selected pieces of British literature from the Romantic period to the present.

ENS 2644
Emergency Medical Technology Laboratory
Prerequisite: Florida State EMT Certificate. Corequisites: EMS 2644, EMS 2654, EMS 2601. A course designed to provide advanced training in emergency medical procedures in areas such as pharmacology, emergency law, including roles and responsibilities, patient assessment, trauma and medical emergencies with special emphasis on computer pen-based reporting, the well-being of the paramedic, therapeutic communications, documentation, and life-span development. Lab Fee.

ETDC 1540
Civil Drafting
Prerequisite: Previous drafting experience or instructor permission. Drafting course involving maps, drainage, plan and profile views, roadway cross-sections, earthwork, and land development drawings utilizing CAD. Lab Fee.
protection of personnel, property, and equipment in the aerospace environment. Safety procedures, including OSHA regulations and hazardous materials handling, are also covered. Basic principles of quality assurance engineering relating to work processes will be discussed. The use of computer based tools for analysis and reporting will be covered.

**ETIC 1855**  
Aerospace Structural Fabrication 1  
Prerequisite: ETI 1830, ETIC 2851. This course provides an introduction to basic machining and fabrication skills, including mathematical computations and measurements as they apply to metal fabrication. Lab fee.

**ETIC 2131**  
Statistical Process Control  
Lectures and exercises demonstrating principles of data collection, frequency distributions, bar and Pareto charts, run charts, histograms, scatter diagrams and various control charts.

**ETIC 2411**  
Technical Task Analysis/Implementation  
Prerequisite: Last semester or instructor permission. A capstone course in the Aerospace Technology Program. This course applies the knowledge and skills acquired in previous classes through project completion. Tools, equipment, supplies, processes, and materials are selected and used as required for a given task.

**ETIC 2810**  
Electrical Skills Technology  
Prerequisites: EETC 1005, EGSC 1100. Information and hands-on experience for specific electrical skills in space programs. Completion can lead to formal certification as prescribed by government/contractor licensing/certification requirements.

**ETIC 2831**  
Aerospace Systems 2  
Prerequisite: ETIC 1850. This course provides a continuation of ETIC 1850 and entails a hands-on approach to modification, assembly and disassembly of spacecraft system components, including operation of ground support equipment. Lab Fee.

**ETIC 2851**  
Applied Mechanics  
This course takes a hands-on approach to the identification, uses and care of tools and equipment used in aerospace systems. Blueprint reading, geometric dimensioning, and tolerancing in English and metric measuring systems are included. Lab Fee.

**ETIC 2856**  
Aerospace Structural Fabrication 2  
Prerequisites: ETIC 1855, ETIC 1832. This course provides a continuation of ETIC 1855. Knowledge, techniques, and skills are refined and enhanced. Projects using composites are completed. Lab Fee.

**ETMC 2317**  
Drive and Pump Systems  
Prerequisites: MAT 1033, EST 1521. Fluid mechanics and machine design studied in detail using basic load theories with various component support systems.

**ETMC 2318**  
Aerospace Fluid Systems  
Prerequisite: ETIC 2851. This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high pressure systems are also covered. Lab Fee.

**EUI 1000**  
Western Civilization 1  
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. A survey of the political, economic, social and cultural beginnings of civilization and the diffusion and accumulation of culture through 1648; ancient Near East, Greece, Rome, Medieval Age, Renaissance and the Reformation.

**EUI 1001**  
Western Civilization 2  
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. Modern civilization from 1648 including the political, economic, and social factors embodied in Absolutism, the Enlightenment, The Age of Revolutions, Nationalism, Imperialism, effects of World War I, Totalitarianism, impact of World War II, and the struggle for peace in the modern world.

**EVR 1001**  
Introduction to Environmental Science  
A survey of basic chemical, biological, and physical principles of environmental science and ecology from scientific, sociological, political, economic and cultural perspectives. This is a designated diversity infused course.

**EVR 2948**  
Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

**FFP 1070**  
Marine Fire Fighting for Land Based Firefighters  
Prerequisite: FFP 1000 or working knowledge. Designed for all levels of firefighters. An in-depth study of fighting fires in a maritime environment and on marine vessels. Topics within this course are designed to educate the firefighters in the marine environment, tactics and strategy of marine firefighting and hazard mitigation before, during and following a marine vessel fire. As a result, the topics within the course are designed to stimulate critical/creative thought toward the successful management of a fire in a maritime environment. This course may be taken for maximum credit of 9.

**FFP 1304**  
Aerial Operations  
Prerequisite: Working knowledge of fire apparatus. Classroom lectures and practices are conducted in the principles and uses of aerial and pumper (quint) apparatus, including the recognition of hazards which may be present during aerial operations. Classroom lectures and exercises will also identify the tactical and safe placement of aerial apparatus. Maintenance issues related to the safe operation of the vehicle and long-term care of the equipment will also be identified. Safe driving operations and maneuvering of the vehicle will be discussed.

**FFP 1793**  
Fire & Life Safety Educator 1  
This course is designed to provide the public educator with the knowledge and skills needed to successfully perform as a fire and life safety educator as addressed in National Fire Protection Association (NFPA) 1035. For those who practice the multidiscipline professional of fire and life safety educator (including uniformed fire service...
personnel and other professionals), topics include fire behavior, community assessment, injury prevention and juvenile fire setting. The student will also develop presentation skills and learn how to formulate public educational programs. This course meets the national certification criteria for Fire and Life Safety Education, Level I.

**FFP 2111 Fire Chemistry**
Credits: 3
This course is designed to show the different forms of matter and energy, common substances, and how they relate to fires. The chemical formulas of flammable and combustible substances, their bondings and separations, as well as the different chemical reactions related to fire and oxidation are covered.

**FFP 2120 Building Construction and Codes**
Credits: 3
A prerequisite to Fire Inspector certification, the course provides information on the types and methods of building construction and their effect on fire tactics and firefighter safety. Also discussed are effects of physical forces on structures during fires.

**FFP 2301 Fire Hydraulics**
Prerequisite: FFP 1000. Application of hydraulics to assure effective water stream at fire ground, practical and specific problems related to water supply including water demands for sprinklers, standpipes, hose streams and nozzles. Underwriters Laboratory and National Fire Protection Association standards are studied.

**FFP 2302 Fire Apparatus Operator**
Prerequisite: FFP 2301. This course is designed to prepare the fire service employee for safe operations of fire department pumping apparatus and basic troubleshooting procedures for fire service pumps. This course meets NFPA 1002, Standard for Fire Department Apparatus Operators.

**FFP 2401 Special Hazards and Problems 1**
Prerequisites: FFP 1000, CHM 1025. Special emphasis on hazardous materials and fire problems associated with transporting, storage, handling, and fire control examination of special fire problems in specific occupancies and processes; also, problems of expanding urban areas and industries.

**FFP 2402 Special Hazards and Problems 2**
Prerequisite: FFP 2401. Special emphasis on explosive and toxic materials and fire problems associated with transporting, storage handling and fire control examination of special fire problems in specific occupancies and processes; also, problems of expanding urban areas and industries.

**FFP 2505 Fundamentals of Fire Prevention**
Prerequisite: FFP 1000. Structure and organization of fire prevention organizations; conducting inspections, interpreting and applying code regulations. A study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards, and fire risk analysis as applied to municipal and industrial occupancies.

**FFP 2510 Fire Protection Codes and Standards**
Credits: 3
Study of the origin and current use of codes and standards as they apply to fire and life safety. Course includes the use and application of the Life Safety Code with regard to occupancy, occupant load, and exiting requirements. (Course outline is derived from the Bureau of Fire Standards).

**FFP 2521 Plans Examination and Blueprint Reading**
Credits: 3
A prerequisite to Fire Inspector certification, reading and interpreting residential and commercial plans and blue prints are emphasized. Plots, plots, floor plans, elevations and architecture are examined. Basic mathematics and terminology used in surveying and construction are reviewed.

**FFP 2540 Fire Protection Systems and Extinguishing Agents**
Prerequisite: FFP 1000. Functions and general design principles of suppression systems. Review of standards and principles of installation of detection, signaling and communication systems. Review of the characteristics and limitations of extinguishing agents.

**FFP 2610 Origin and Cause**
Credits: 3
This course is the study of the fire department's purpose and responsibilities in fire investigation, including emphasis upon proper procedures and practices for arson and other types of fire investigation. Fire causes, inspections, sources of ignition, origin, spread, speed and directional flow are stressed. A study of applicable laws and pertinent evidence as they relate to illegal fires is overviewed.

**FFP 2720 Company Officer Leadership**
Credits: 3
A prerequisite to Fire Officer One certification, the course provides methods of management and problem solving techniques for beginning officers. Management theory, principles of leadership and motivation, effective communications, and group dynamics are examined.

**FFP 2740 Fire Service Instructor**
Prerequisite to Fire Officer One certification, a variety of instructional methods and practical guidance for the beginning instructor are offered. Broadly applicable teaching techniques are emphasized and measurement of teaching effectiveness and student performance are examined.

**FFP 2741 Fire Service Course Design**
Credits: 3
Emphasizes techniques that will assist the Fire Service Instructor develop skills in curriculum development including the importance of an Active Training program.

**FFP 2770 Ethical and Legal Issues for the Fire Service**
Credits: 3
This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include: labor relations, human rights and diversity, conflicts of interest, and frameworks for ethical decision-making are used.

**FFP 2780 Fire Department Administration, Management and Supervision**
Credits: 3
The course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

**FFP 2810 Fire Fighting Tactics Strategy 1**
Credits: 3
A prerequisite to Fire Officer 1 certification, the course develops evaluation skills in fire situations. Assessing life hazards associated with building construction, occupancy, weather conditions and location of the fire are examined, rescue and conserving property by effective planning and tactical firefighting are taught.

**FFP 2811 Fire Fighting Tactics and Strategy 2**
Prerequisite: FFP 2810. A prerequisite to Fire Officer 1 certification, this course will include a study of action plans, command and control, safety, building dynamics, sprinkler operations, fire combat operations, and various types of fire. This is an advanced study intended for higher ranking officers using state and local provided scenarios.

**FIL 1002 Appreciation of the Motion Picture 1**
Prerequisite: ENC 1101. A study of the art of film, with topics including the history of film, film genres, independent films, cinematography, screenwriting and criticism.

**FIL 1003 Appreciation of the Motion Picture 2**
Prerequisite: ENC 1101. Continuation of FIL 1002, but either course may be taken first. Significant films by American and foreign film makers are viewed and discussed; includes written and oral critique and reviews.

**FIN 1100 Personal Finance**
The student will develop capabilities for managing income and expenditures with emphasis on saving and investment plans, buying/selling a house, acquiring health, auto and life insurance coverage, borrowing money and entering into various contracts.

**FIN 2000 Principles of Finance**
Introduction to the field of finance. The financial institutions, instruments and procedures used for loans and investments to meet the demands for funds in the capital markets are discussed and investment practices are analyzed.

**FIN 2948 Service-Learning Field Studies 1**
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning contract, necessary oral and written reflection methods.

**FOS 0208 Sanitation and Safety**
The student will explore the scientific rationale for sanitation and safety procedures which are mandated for use in food service facilities. The student will identify causative agents of foodborne illnesses and how to prevent these agents from contaminated food and food/facilities equipment. Methods of accident and fire prevention. Prepares student for the State required Food Handlers certification.
COURSE DESCRIPTIONS –122

FRE 1120    Credits: 4
French 1
Beginning course, first half, provides basic communication skills for student interested in the functional use of the language in everyday situations and/or students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the Language Lab, tutorial and individualized instruction are integral elements of the course.

FRE 1121    Credits: 4
French 2
Prerequisite: FRE 1120, one year of high school French. French 2 provides basic communication for students interested in functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills in language as preparation for university parallel programs. Use of Language Lab, tutorial and individualized instruction are integral elements of the course.

FRE 2000    Credits: 3
Intensive Conversational French
Course in second language acquisition offered for an intensive period of time, stressing conversational skills to help students acquire skills to meet general social demands and to further develop competency for language requirements within academic, business, professional, or career fields. Course does not replace, but may serve as a supplement or complement for basic introductory or intermediate level courses.

FRE 2220    Credits: 4
French 3
Prerequisite: FRE 1120, FRE 1121, two years of high school French or permission of the instructor. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements.

FRE 2221    Credits: 4
French 4
Prerequisite: FRE 1120, FRE 1121, FRE 2220, three years of high school French or permission of the instructor. Intermediate course review of essential skills in the language in combination with literature and lectures presenting historical and contemporary authors, with integrated use of language lab, tutorial and individualized instruction as essential elements.

FRE 2932    Credits: 1-3
Special Topics in Conversational French
Conversational French covering basic vocabulary and expression for special interest groups. May be repeated for credit.

FRW 2905    Credits: 3
Independent Study in French
Prerequisite: Consent of instructor, 12 credit hours, or 4 years high school. Variable in subject matter and designed to meet the needs of the individual student. May be repeated for credit.

FSS 0009    Credits: 3
Introduction to Culinary Arts/Menu Design/Food Merchandising
The students will examine the hospitality industry, entrepreneurship and career opportunities. Students will become acquainted with the organization and functions of the kitchen and perform basic functions of food service math, convert recipes and learn culinary terms. The student will acquire knowledge and demonstrate skills in menu planning, cost and pricing menu items and designing menu format. The course will utilize effective merchandising methods in food display. Lab Fee.

FSS 0062    Credits: 3
Baking
This course provides the student with occupational preparation in the area of composition and career. The student will utilize the proper equipment, tools, and standardized recipes to prepare yeast breads, rolls, pastries and cakes in the food service laboratory. The instructor will evaluate the products prepared by using established food service standards. Lab Fee.

FSS 0064    Credits: 3
Pastries and Desserts
This course will illustrate the fundamentals of pastry science, equipment, technology, ingredients, formula conversions, and costing. Product preparations will include cakes, icings, fillings, puff pastries, classical pastries, and petits fours. Lab Fee.

FSS 0202    Credits: 3
Food Production 1 (Stocks and Sauces)
Students will acquire knowledge and skill in the preparation of food. Included are basic principles and techniques of food preparation, use of recipes, use and care of equipment. Lab Fee.

FSS 0221    Credits: 3
Food Production 2 (Preparation and Service)
The student will acquire the knowledge, principles and skills necessary for service and quantity food preparation used by caterers, restaurants and institutions. Lab Fee.

FSS 0245    Credits: 1
Just Desserts - a Contemporary Approach
Explore the “after the meal” experience. In addition to pastries and baking typical for many desserts, you will be introduced to recipes for sorbets, chocolates, and fruits. Decoration and presentation will be stressed as well as the nutritional values of many recipes and fitting the tastes encountered to their rest of the meal. Examine the assembly and use for cakes, desserts with a modern approach. Focus will be on smaller, lighter cakes, and items that can be used for cakes, desserts, individual pastries, and mignardises. You’ll learn to utilize new technologies while focusing on fresh products, simplicity of style, and ease of production. Lab Fee.

FSS 0273    Credits: 1
Wine for Food
The goal of this course is to teach you the roles wines play in professional food service as complements to food and the dining experience, and as building blocks of sales and profits. You will develop an appreciation of the different types of wine and learn the criteria by which to evaluate them. In addition, you’ll learn the principles of purchasing, storing, issuing, pricing and merchandising, and the service of wines. The course includes a field trip to a local winery for a facilities tour where a tasting may be offered. Lab Fee.

FSS 0288    Credits: 3
Pantry and Fast Foods
This course provides students the opportunity to develop and practice skills for knife usage, basic salad and vegetable preparation, sandwich preparation and portion control. The student will also be introduced to fast food service functions including grilling, deep fat frying, breakfast production, beverage preparation and control. Lab Fee.

FSS 0740    Credits: 3
Regional Cuisine - American and International
Designed to develop the student’s understanding and skills appropriate to a variety of cooking techniques typical of various regions throughout the world. Diversity of menu, available foods, ingredients, and cultures will be studied. Students will have the opportunity to prepare complete meals typical of several cultures during the term. You’ll research and prepare representative regional menu items from the European, American, Asian, and African continents. Timing, organization, mise en place, and plate presentation are stressed. Contemporary trends will be included. Lab Fee.

FSS 0942    Credits: 1
Food Service Internship 1
Prerequisite: Instructor approval. The student will participate in work related experience in the food service industry with placement to include the college food services or area businesses. The student intern will demonstrate occupational preparation skills and work habits prescribed from course theories and labs.

FSS 0943    Credits: 1
Food Service Internship 2 - External Placement
Prerequisite: Instructor Approval. The student will participate in work related experience in the food service industry with placement to include the college food services or area businesses. The student intern will demonstrate occupational preparation skills and work habits as prescribed from course theories and labs.

FSSC 0006    Credits: 1
Educated Palate - Appeal to the Senses
Designed to help you develop your sense of taste. You learn to build great dishes starting in the market with the freshest and best ingredients. The students and instructor will taste, smell, and assess the aromas, colors, and textures of each creation. Following a recipe, you will learn to create as you go to add personality to your dishes. You will build on the flavors and the eye appeal. Each session will be just a little different. Lab Fee.

FSSC 0021    Credits: 1
Holidays and Tablescapes
Designed to develop the student’s skills in preparing a themed table and room setting. Seasonal emphasis will be stressed. The importance of creatively matching the decorations to the occasion is emphasized. Weddings, birthday parties, holidays, and special events for business and pleasure will all be included as appropriate. Decoration may include floral arrangements, edible centerpieces, napkin folding, ice sculpture, music appreciation among other subjects. Particular attention to Appetizers and Hors D’oeuvres. The course will culminate with an actual production in conjunction with other students. Lab Fee.

FSSC 0022    Credits: 1
Competitive Culinary Artistry
This class is designed to develop the student’s Culinary Artistry and to prepare the student to successfully compete in culinary cookery.
competitions including but not limited to Hot Food Presentation, Cold Food Buffet Presentation, Hot and Cold Food Contemporary Recipe Development. Competition students will be shown how to build on their basic skills; and by developing recipes and techniques, participate successfully in the competitions of today. They will learn how a competition is judged. Throughout the semester, the educational and practical application of what is learned in competition will be directly related to the performance on the job. Participation in actual competitions during the semester will be encouraged. Lab Fee.

**FSSC 0283**  
On and Off Premise Catering  
The study of catering of food and beverages on-site, such as banquets and receptions, but also off-premises. Lectures involving the business concepts, including banquet sales and contract preparation, together with some hands-on preparation of hors d’oeuvres, canapés and banquet food. Lectures and demonstrations in banquet layouts, menus, sales and supervision. The operation of a typical catering business is detailed from conception through layout and design, which includes the latest in food handling technology. Lab Fee.

**FSSC 0297**  
Intensive Seafood and Shellfish  
The student will learn quality identification, cooler management, and butchery techniques for seafood through lectures and demonstrations. Student will be required to apply fundamental cooking concepts and techniques to the preparation and presentation of seafood items in a production setting. Food safety and costing are practiced daily. Lab Fee.

**GEB 1011**  
Introduction to Business  
Survey of business activities including principles, problems and practices related to our economy. Topics covered are organization, production, marketing, personnel, and finance. May be used for AA and AS degrees.

**GEB 1012**  
Contemporary Business  
Overview of today’s business environment. The effect of technology and quality movements on today’s market, contemporary business issues in organizations, ethics, finance, marketing, law, information systems, and the effects on various business careers are explored.

**GEB 1350**  
Introduction to International Business  
Analysis of socio-cultural and political conflicts affecting regulation of international trade: covers systems of payments, balance of trade and management operations of multinational companies and the effects contrasting political systems on international business relationships.

**GEB 2948**  
Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

**GEO 2000**  
World Geography  
An introductory course dealing with our relationship to the natural environment in the various climactic, regional and economic areas of the world and the interrelationships and problems of conservation of natural resources.

**GER 1120**  
German 1  
Course provides basic communication skills for student interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

**GER 1121**  
German 2  
Prerequisite: GER 1120, one year of high school German or permission of the instructor. Continuation of GER 1120 provides basic communication for students interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills in the language as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

**GER 2000**  
Intensive Conversational German  
Prerequisites: GER 1120, GER 1121, one year of high school German, or permission of the instructor. A course in second language acquisition offered for an intensive period of time stressing conversational skills, to help students acquire skills to meet general social demands and to further develop competency for language requirements within academic, business, professional, or career fields. This course does not replace, but may serve as a supplement or complement for basic introductory or intermediate level courses.

**GER 2220**  
German 3  
Prerequisites: GER 1120, GER 1121 or two years high school German or permission of the instructor. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements.

**GEY 2610**  
Psychology of Aging  
This telecourse examines the psychological, physical, and social aspects of the aging process. In addition to introducing students to aging, this course also fosters personal reflection on values and attitudes towards aging and the elderly.

**GIS 2040**  
Fundamentals of Geographic Information Systems  
Prerequisite: Any computer class. A detailed course in geographic information systems (GIS) and an accompanying laboratory session. The course will discuss different types of GIS’s and their capabilities; GIS data collection and input, GIS data types and basic mapping concepts. The laboratory session will introduce students to ArcGIS software. Lab Fee.

**GIS 2047**  
Applications of GIS, GPS and Remote Sensing  
Prerequisite: GEO 2060. This course is designed for students who have completed GIS 2040 and GIS 2060. It takes the technologies of GIS, GPS and Remote Sensing and combines them to solve geographic problems, especially those associated with geohazards such as earthquake, volcanoes and storm surges. Lab Fee.

**GIS 2060**  
Advanced Geographic Information System Software  
Prerequisite: GEO 2060. This course follows on from Introduction to Geographic Information Systems, expanding the student’s knowledge of GIS software. Students will continue their study of the US GPS system and Remote Sensing, integrating these technologies with ArcGIS software as well as explore ArcGIS’s Spatial Analyst Extension. The focus of the course is project-based activities which result in high quality maps. Lab Fee.

**GLY 1000**  
Introduction to Physical Geology  
Study of the earth, its materials, surface features, the processes that formed and changed it, structure of the continents, earth’s interior and geologic time.

**GRAC 1100**  
Principles of Graphic Design  
Learn design solutions that will turn your ideas into well-arranged compositions. Receive a comprehensive foundation in design. Use elements of design and principles of design to give form to your creative ideas. Lab Fee.

**GRAC 1143**  
Creative Computer Media  
Prerequisites: GRAC 1100, GRAC 2156 and GRAC 2150. Students will learn traditional art principles while working within industry standard computer
graphic applications. Experimentation with line, shape, value and color will build knowledge of computer software applications and graphic design. Lab Fee.

**GRAC 1160**

**2D Animation**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Put graphics in motion while learning concepts similar to cartoon animation in the most popular web animation application. Cell Animation, Inbetweening and Morphing are topics within animation projects that you will create for multimedia and the web. Lab Fee.

**GRAC 1203**

**Digital Type and Color**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2151 and GRAC 2201. This course shows the graphic designer how to incorporate good typography for each design. Traditional typesetting rules are combined with computer illustration and layout applications to create professional results. This course also instructs color trends and color perception. Lab Fee.

**GRAC 1710**

**Videography**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Make movies for multimedia and electronic publications. Learn how to use non-linear video editing software. Combine still images with movie clips. Edit and compile digital clips to create movies with composites, blue screen, and special effects. Lab Fee.

**GRAC 2120**

**Page Design and Layout**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Students will learn theories of design and layout using industry standard page layout computer applications. Student will build design and layout skills while creating flyers, brochures and advertisements. Creative projects will take concepts from initial design to final layout. Lab Fee.

**GRAC 2150**

**Raster Graphics**

In this course, students will use a Raster Image Application (currently Adobe Photoshop) to manipulate, enhance and combine scanned and stock images. Learn in-depth information about using an Image Application. Put together images or scans exactly as you imagine. Lab Fee.

**GRAC 2156**

**Vector Graphics**

Students will use Vector Illustration Applications to complete projects that are illustrative, technical and creative. This course contains projects that exercise vector draw tools to develop core skills that will be used in all courses and computer applications. Lab Fee.

**GRAC 2157**

**Integrated Design**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Students will combine the files from vector and raster based graphic applications. Learn how to convert and integrate various file formats to create a single composition. Creative projects such as TV backgrounds, package designs and complex print illustrations will be assigned. Lab Fee.

**GRAC 2162**

**3D Animation**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Create 3D animations with a state of the art Broadcast Quality computer application. Learn how to create motion paths to animate objects and caricatures. Light the scene and be the cameraman, as you render your animation into a movie. Lab Fee.

**GRAC 2163**

**3D Modeling**

**Credits:** 3

**Prerequisites:** GRAC 2162. Create 3D objects within virtual space. Learn Texture Mapping and the use of Weight Maps. Learn the many types of modeling techniques like extrude, lathe, skin, bevel, and boolean. Make organic caricature models using Splines, MetaBalls and Subpatch. Lab Fee.

**GRAC 2180**

**Portfolio Development**

**Credits:** 1

**Prerequisites:** All required Graphic Design Courses. Prepare yourself for employment with a well-crafted presentation of your skills. Present your work at its best with a printed portfolio and a self-promotion web site. Lab Fee.

**GRAC 2201**

**Digital Prepress**

**Credits:** 3

**Prerequisites:** GRAC 1100, GRAC 2156 and GRAC 2150. Students learn the technical side of building and preparing computer graphics in Digital Prepress. This course concentrates on color correction, color models, scanning techniques, resolution, color separations trapping and other press related topics. Insuring quality while creating and preparing computer art. Lab Fee.

**GRAC 2582**

**eMedia**

**Credits:** 3

**Prerequisites:** GRAC 1160, CEN 2522. Combine previous web presentation knowledge, graphic art skills and your design ability to create complete visual solutions to real world projects. The eMedia course introduces industry standard software, current software that creates graphic components compatible with your existing core web site applications. Lab Fee.

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**HCP 0001**

**Fundamentals of Health Careers**

**Credits:** 3

**Prerequisites:** 16 years of age. This is the basic pre-clinical course of theory and student laboratory practice for students in the Patient Care Technician Program (includes Nursing Assistant, Home Health Aide, and Patient Care Assistant). Instructional content includes, but is not limited to: anatomy and physiology, health care delivery system; communication; legal and ethical issues; concepts of wellness and disease; infection control, safety, CPR; basic math and science; computers in health care. Lab Fee.

**HCP 0120**

**Nursing Assistant**

**Credits:** 3

**Prerequisites:** HCP 0001 with grade of “C” or better. A classroom, laboratory and clinical course to prepare the student who has successfully completed the Fundamentals of Health Careers for employment as a Nursing Assistant. The focus is on basic patient care principles and the role of the Nursing Assistant in delivering resident care as a member of the health care team. Content includes, but is not limited to; communication, nutrition, physical comfort and safety functions, personal patient care, and infection control. Special emphasis is placed on care of the geriatric resident in the long term care setting. Lab Fee.

**HCP 0310**

**Home Health Aide**

**Credits:** 1

**Prerequisites:** Fundamentals of Health Careers, Nursing Assistant (both with grade of “C” or better). Current AHA BLS certification, Classroom and laboratory program for students who have already completed a Nursing Assistant Program. Content includes, but is not limited to, role of the Home Health Aide; communication; legal and ethical responsibilities; comfort and safety functions; nutrition; and infection control. This program meets the Florida requirements for Home Health Aide. Lab Fee.

**HCP 0620**

**Patient Care Assistant**

**Credits:** 3

**Prerequisites:** Fundamentals of Health Careers, Nursing Assistant (both with grade of “C” or better). Current AHA BLS certification, High School Diploma or GED. For those students who have previously completed a Nursing Assistant and Home Health Aide program and are adding skills to work in a health facility other than a nursing home. Clinical experiences will be in a local hospital. Content includes, but is not limited to: care of patients with acute common health problems; pre- and post-op patients, and special procedures. Lab Fee.

**HCP 0920**

**Patient Care Technician**

**Credits:** 3

**Prerequisites:** High School Diploma/GED Nursing Assistant, Patient Care Assistant, Electrocardiography, Phlebotomy, Allied Health Assistant. Independent study and on-the-job training to prepare students for employment as cross-trained patient care technicians. A training plan signed by the student, teacher, and employer will include instructional objectives and a list of on-the-job and independent learning experiences individualized for the work place and career goal chosen by the student.
HEV 0135   Credits: 4
Social-Emotional Development in Young Children
This course explores the social-emotional development of the young child. Students will learn how to provide physical and emotional security, as well as how to assist children in developing a sense of self-esteem and independence.

HEV 0137   Credits: 1
Learning Environments - HRS 20-hour Child Care Training
This course will provide the HRS 20-hour required training in child care. Students will obtain knowledge of state rules and regulations, health, safety and nutrition, child abuse and neglect, child growth and development.

HEV 0141   Credits: 4
Guidance and Discipline
Students learn children develop skill in knowing what behaviors are appropriate or acceptable by experiencing situations in which limits and realistic expectations are consistent and clearly and positively defined. Understanding and following simple rules help children develop self-control. Expectations need to take into account each child’s individual needs.

HEV 0142   Credits: 2
Relationships and Families
This course focuses on open, friendly, and informative relationships with each child’s family; recognizing that the family has primary responsibility for its children. However, family and caregiver become partners who communicate freely and openly for the mutual benefit of each.

HEV 0151   Credits: 5
Preschool Curriculum
This course will provide an overview of preschool curriculum models in early childhood education. Students will be able to utilize teaching strategies appropriate to their curriculum goals as well as implement long and short range curriculum goals.

HEV 0152   Credits: 2
Professionalism
This course focuses on commitment of caregiver to improve competence by setting new goals and taking advantage of opportunities that promote professional growth for own benefit as well as for children and their families.

HEV 0181   Credits: 2
Observing and Recording Children's Behavior
This course introduces and provides practice with types of observation records and recording techniques used with young children. Students learn to organize and implement a developmentally appropriate learning environment.

HFT 2941   Credits: 3
Hospitality Practicum (Internship)
Prerequisite: Department permission. Students will participate in work-related experience in the hospitality industry. Students will demonstrate job preparation and work habits based on previous course theories. Actual location of placement will be based on availability of participating area businesses. Includes field experience hours and instructor contact during semester. This course may be repeated one time for credit.

HIM 1800   Credits: 6
Preprofessional Practice Experience
Prerequisites: CGS 2100, HSC 1531, BSCC 1084, HSC 1000, HIMC 1000, HIMC 1270, HIMC 1222, HIMC 1253, HSC 1554, HIMC 1223. Provides students actual coding and/or billing experience in health care setting. The student will participate in a wide range of duties, giving the student the opportunity to apply knowledge of coding/billing procedures. There is no remuneration to the student. A grade of “C” or higher is required in all other courses and signature of program coordinator is required for registration.

HIM 1000   Credits: 2
Introduction to Health Information
This course will introduce the student to health information technology both as a work-based, task-oriented function and as a part of a larger profession of health information management. The course begins with a view of the health care industry delivery systems continuing to the basic elements of health information technology. Lab Fee.

HIMC 1221   Credits: 3
Introduction to ICD Coding Principles
Introduction to the mechanics of using ICD (International Classification of Diseases) and review of current and future ICD coding systems. Lab Fee.

HIMC 1223   Credits: 3
Intermediate ICD Coding Applications
Prerequisite: HIMC 1222. This course will build on the previous knowledge gained in HIMC 1222 and address more complex issues related to diagnostic (ICD - International Classification of Diseases) coding. Case studies and class exercises will be provided to assist in strengthening coding skills and stimulate class discussion. Applying Inpatient Coding skills under Prospective Payment system is key focus. Lab Fee.

HIMC 1253   Credits: 3
CPT Coding Principles and Practice
This course provides a foundation using CPT/HCPCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics. Lab Fee.

HIMC 1270   Credits: 1
Insurance Billing and Reimbursement
Study of the principles and practice of insurance and reimbursement processing, to include the assignment and reporting of codes for diagnoses and procedures/services; completion of UB-92 and CMS- 1500 claims for inpatient, outpatient, emergency department, and physician office encounters; and the review of inpatient and outpatient cases to identify issues of fraud and abuse. Lab Fee.

HLP 1081   Credits: 2
Health Analysis and Improvement
Information is provided to the students to develop an awareness of the benefits of quality health and lifetime fitness, along with the knowledge and means to make positive lifestyle changes for their future health.

HMV 0125   Credits: 3
Food/Beverage Control and Purchasing
The student will develop the knowledge and skills necessary for purchasing of food and beverages in quantity. The course presents the basic principles and procedures of effective food and beverage cost control. Practical application will be made in the purchasing and selecting of food, beverages and will include purchase controls, receiving, issuing, setting standards and production control.

HSC 0530   Credits: 3
Medical Terminology for the Front Office
This course covers the terminology used in the medical environment. Course focuses on spelling and pronunciation of medical terms and acquaintance with commonly used abbreviations.

HSC 1000   Credits: 3
Introduction to Health Care
The course focuses on core concepts common to all health care occupations. Content includes health care delivery systems with emphasis on health occupations communication skills, legal and ethical responsibilities, wellness and disease concepts, infection control, CPR, first aid and safety, medical terminology, employability and computer skills. Lab Fee.

HSC 1100   Credits: 3
Health
To help the student change health behaviors through presentation of material relating to family health, personal health, potentials and limitations of drugs, values of sound nutritional practices, human sexuality and reproduction, functioning of the human body, and trends and techniques relating to current medical practices.

HSC 1531   Credits: 2-3
Medical Terminology
Introduction to the medical language used throughout the healthcare delivery system. Emphasis is placed on word building and analysis with attention to prefixes, suffixes, and root words. Medical terms are applied to a basic overview of anatomy and physiology.

HSC 1554   Credits: 2
Pathophysiology and Pharmacology
Prerequisites: HSC 1531, BSCC 1084. This course covers the nature, cause and treatment of human diseases including the diagnostic and therapeutic modalities used for each, including pharmacology.

HSC 1641   Credits: 2
Medical Law, Ethics and Bioethics
This course is designed to provide adequate resource in the study of medical law, ethics and bioethics for healthcare employees. A portion of the class is designated to understanding Health Insurance Portability and Accountability Act of 1996 (HIPAA) and how it relates to rules and regulations associated with privacy and security in healthcare settings.
HSC 2400  Credits: 3
First Aid and Safety
General first aid for the "citizen responder", providing the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives.

HUM 1020  Credits: 3
Creativity and the Arts
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. General introduction to the humanities. An integrated course designed to assist students in exploring and analyzing their perception of people and their relationships to nature, machines, and technology, others, and the divine.

HUM 2211  Credits: 3
Humanities Survey: Ancient through Byzantine Culture
Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from prehistory into the Byzantine era. This is a general diversity infused course. Gordon Rule Required: 3000 words.

HUM 2218H  Credits: 3
Honors in Humanities 1
Prerequisites: Appropriate test scores in reading and writing, and admission to the Honors Program. Meets Gordon Rule requirements. An honors course in humanities to study selected works in the fine arts and literature from the major creative periods of Western culture. Analysis and interpretation are stressed, and individual research is encouraged. The course is open to students admitted to the Honors Program.

HUM 2219H  Credits: 3
Honors in Humanities 2
Prerequisites: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule requirements. An honors humanities course that examines the creative process through study of selected works of art and research into the artists' methods and their creative process. The course is open to students admitted to the Honors Program.

HUM 2230  Credits: 3
Humanities Survey: Byzantine through Enlightenment
Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from the late Byzantine era until the 18th century. This is a general education diversity-infused course. Gordon Rule required: 3,000 words.

HUM 2249  Credits: 3
Humanities Survey: Enlightenment through the 21st Century
Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from the Enlightenment through the 21st century. This is a general education diversity infused course. Gordon Rule Required: 3,000 words.

HUM 2270  Credits: 3
Humanities in Latin America, Africa, and the Eastern World
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. An integrated course to increase awareness and knowledge of the creative voices in Africa, the Middle East, the Far East, and Latin America through representative music, literature, philosophy, and the visual arts from various historical periods.

HUM 2390  Credits: 3
The Art of Being Human
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. An interdisciplinary introduction to the humanities. Each unit of study represents a major theme, problem or aspect of human existence explored through art, music, literature, philosophy, drama and religion. The course centers on documentary telecasts.

HUM 2740  Credits: 3
Humanities Study Abroad
Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from prehistory through the 21st century. Gordon Rule Required: 3000 words.

HUM 2948  Credits: 1
Service-Learning Field Studies 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

HUM 1201  Credits: 3
Essentials of Nutrition
An introductory course to the scientific principles of nutrition, covering the role of specific nutrients, their digestion, absorption, and metabolism, sources of the nutrients, and requirements of the various age groups.

IDH 2001H  Credits: 1
Honors Seminar 1
Prerequisites: Admission to the BCC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning and articulation skills, the course is open to students enrolled in the Honors Program or members of Phi Theta Kappa.

IDH 2002H  Credits: 2
Honors Seminar 2
Prerequisites: Admission to the BCC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning and articulation skills, the course is open to students enrolled in the Honors Program or members of Phi Theta Kappa.

IDH 2003H  Credits: 3
Honors Seminar 3
Prerequisites: Admission to the BCC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning and articulation skills, the course is open to students enrolled in the Honors Program or members of Phi Theta Kappa.

IND 1100  Credits: 3
History of Design 1
Students will acquire the ability to identify furniture styles, architectural details, and ornamental motifs from the time of our primitive beginnings through the Renaissance period. Research conducted by the students is an integral segment of the course. Both residential and contract furnishes and finishes are addressed.

IND 1423  Credits: 1
Survey of Materials and Resources
Prerequisite: INDC 1020. This course teaches the students market information about the materials and resources used in the field of interior design. On-site visits are an integral part of the course.

IND 2130  Credits: 3
History of Design 2
Prerequisite: IND 1100. Students will acquire the ability to identify furniture styles, architectural details, and ornamental motifs from the Renaissance period through the twentieth century. Research conducted by students is an integral segment of the course.

IND 2150  Credits: 3
Why Preservation
This course is designed to make students aware of the growing efforts in this country to preserve, protect, and utilize our built environment. The course covers the history of the preservation
movement, its social, economic, legal, and aesthetic ramifications, with an emphasis on preservation in our local area.

INDC 1010 Credits: 3  
Residential Design 1  
Prerequisite: INDC 1020. Corequisite: INDC 1022. This course focuses on the materials of interior design and explores the relationship between design and the environment. Topics include the study of historical, social, and cultural factors that influence design, as well as the use of various materials in interior design. Lab Fee.

INDC 1015 Credits: 3  
Residential Design 2  
Prerequisite: INDC 1010, INDC 1022. This course presents advanced design projects, including theoretical and practical aspects of residential design. Students will develop skills in design process, materials selection, and contract preparation. Lab Fee.

INDC 1020 Credits: 3  
Principles of Interior Design  
The content of this studio course includes an in-depth study of the elements and principles of design. Students will develop proficiency in the knowledge and application of the elements and principles of design, including color, line, texture, ornament, shape, space. The principles of scale, proportion, balance, rhythm, emphasis, and unity in designing interior spaces are also covered. The course will also explore employment opportunities. Lab Fee.

INDC 1022 Credits: 2  
Basics of Interior Design  
Corequisite: INDC 1010. This course assists interior design students in preparing better presentations of their projects and ideas. Areas to be addressed are board presentation options, material cutting and board construction, lettering and rendering techniques (including surface treatments), dress and oral presentations and the use of drafting board and instruments. Lab Fee.

INDC 1429 Credits: 3  
Textiles for Interiors  
In this introductory course, students learn to identify and analyze fibers, fabrics, and finishes. Consumer factors such as durability, care, and price of various furnishings will be presented. Lab Fee.

INDC 1935 Credits: 2  
Building and Barrier Free Codes  
This course addresses contract documents, as well as building interior systems, that applies to the interior environment. The content also examines standards related to life safety, building codes, barrier free, and testing. Lab Fee.

INDC 2016 Credits: 3  
Commercial Interior Design 1  
Prerequisite: INDC 1015. This course presents the design process used in commercial interiors. Space planning, human factors, technical issues, furniture and material selection, budgets, code requirements, and presentation techniques are reviewed. The course is project oriented. Lab Fee.

INDC 2432 Credits: 3  
Lighting  
Prerequisite: INDC 1010. This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems in residential and nonresidential applications. Emphasis on lighting and electrical plans, reflected ceiling plans, measurements and acoustics. Lab Fee.

INDC 2460 Credits: 3  
Architectural CAD  
Prerequisites: ETDC 2320, TARC 1120. This course is a study of the uses of a personal computer in interior and exterior design. Included will be commercial office space, industrial support areas and the development of an efficient and effective house. The interior designer will learn how to use the computer as a time-saving tool. Lab Fee.

INDC 2500 Credits: 3  
Interior Design Business Practices  
This course introduces the business aspects of interior design. Students will learn about the legal and ethical considerations that shape the field, including client relations, contract preparation, and business management. Lab Fee.

INDC 2910 Credits: 3  
Kitchen Design 1  
Prerequisite: ETDC 2320, TARC 1120. This course teaches basic kitchen design. The National Kitchen and Bath Association design principles are presented. Students complete a kitchen design project including programming, space planning, mechanical systems and product selection. The industry standard kitchen CAD program is used. Lab Fee.

INDC 2911 Credits: 3  
Kitchen Design 2  
Prerequisite: INDC 2910. This course teaches advanced kitchen design. After a review of basic principles of kitchen design, advanced techniques are presented. National Kitchen and Bath Association guidelines and NKBA Access planning guidelines are used. Lab Fee.
Japanese 3
Intermediate vocabulary for business, leisure and structure will be introduced, along with Katakana, Hiragana, and approximately 125 Kanji.
Prerequisite: JPN 1120 and JPN 1121. Intermediate course introducing students to communication in the Japanese language. Idioms and informal speech are taught and used for natural conversational techniques.

Japanese 2
JPN 1120
Credits: 4
Japanese 1
An introduction to appreciation of the culture of Japan. Basic functional vocabulary includes greetings, daily situations, schoolroom activities. Weather and time expressions will be introduced, along with reading and writing patterns of Hiragana and approximately 50 Kanji.

JPN 1121
Credits: 4
Japanese 2
Prerequisite: JPN 1120. Intermediate study to Katakana, Hiragana, and approximately 125 Kanji forms; the verbal system and simple sentence structure will be introduced, along with intermediate vocabulary for business, leisure and family activities.

JPN 2220
Credits: 4
Japanese 3
Prerequisites: JPN 1120 and JPN 1121. Intermediate course introducing students to situations peculiar to society to provide better communication in the Japanese language. Idioms and informal speech are taught and used for natural conversational techniques.
MAC 1105  
College Algebra  
Prerequisites: MAT 1033 with a "C" or 2 years  
high school algebra and appropriate placement test  
scores. Meets Gordon Rule requirements. Topics  
include: functions and functional notation;  
domains and ranges of functions; graphs of  
functions and relations; operations on functions;  
inverse functions; linear, quadratic, and rational  
functions; absolute value and radical functions;  
exponential and logarithmic functions, their  
properties and graphs; systems of equations and  
inequalities; applications.

MAC 1114  
College Trigonometry  
Prerequisite: MAC 1105 with a "C" or better  
or equivalent. Meets Gordon Rule requirements.  
Provides background for the calculus sequence or  
other disciplines involving skills in trigonometry.  
Includes properties and graphs of trigonometric  
functions and inverse trigonometric functions;  
trigonometric identities; conditional trigonometric  
equations, solutions of triangles; vector algebra;  
parametric equations; polar coordinates;  
applications.

MAC 1140  
Precalculus Algebra  
Prerequisite: MAC 1105 with a "C" or better  
or equivalent. Meets Gordon Rule requirements. An  
deep course in algebra which provides the algebra  
skills necessary for calculus. Topics include  
properties and graphs of polynomial, rational, and  
other algebraic functions; polynomial and rational  
inequalities; exponential and logarithmic functions,  
their properties and graphs; piecewise defined  
functions, conic sections; matrices and  
determinants; sequences and series; mathematical  
induction; the binomial theorem; applications.

MAC 1147  
Precalculus Algebra/Trigonometry  
Prerequisites: MAC 1105 with a "C" or better and  
High School Trigonometry. Meets Gordon Rule  
requirements. Equivalent to MAC 1140 and MAC  
1141 but more intensely paced. The same  
material is covered in a single semester rather than  
two semesters. Topics include properties and  
graphs of polynomial, rational, and other algebraic  
functions; polynomial and rational inequalities;  
exponential and logarithmic functions, their  
properties and graphs; piecewise defined  
functions, conic sections; matrices and  
determinants; sequences and series; mathematical  
induction; the binomial theorem; applications.

MAC 1233  
Essentials of Calculus  
Prerequisite: MAC 1105 with a "C" or better.  
Meets Gordon Rule requirements. Includes topics  
of limits, continuity, differentiation and integration  
of algebraic, exponential and logarithmic functions,  
and basic differential equations with applications  
to business, natural and social sciences.

MAC 1311  
Calculus 1 with Analytic Geometry  
Prerequisites: MAC 1140 and 1141 or MAC 1147  
- all with a "C" or better. Meets Gordon Rule  
requirements. This course includes a study of  
limits, continuity, differentiation and integration of  
algebraic and trigonometric functions, and  
application of derivatives and integrals. The course  
is the first of a three-course sequence.

MAC 1311H  
Honors Calculus 1 with Analytic Geometry  
Prerequisites: Admission to the Honors Program, MAC  
1140 and MAC 1114 or MAC 1147 - all with a "C"  
or better. Meets Gordon Rule requirements. The  
course includes a study of limits, continuity,  
differentiation, and integration of algebraic and  
trigonometric functions, and the applications of  
derivatives and integrals. The course is open to those  
students admitted to the BCC Honors Program.

MAC 2312  
Calculus 2 with Analytic Geometry  
Prerequisite: MAC 1311 or MAC 1311H with a  
"C" or better. Meets Gordon Rule requirements.  
Techniques of integration, transcendental  
functions, selected topics in analytic geometry,  
polar coordinates, sequences and series,  
parametric equations, and indeterminate forms are  
studied. Second of a three-course sequence.

MAC 2312H  
Honors Calculus 2 with Analytical Geometry  
Prerequisites: MAC 1311 or MAC 1311H with a  
"C" or higher. Admission to Honors Program.  
This course covers techniques of integration,  
transcendental functions, analytical geometry,  
polar coordinates, sequences and series,  
parametric equations and indeterminate forms.  
Proofs will be studied. Second of a three-course  
sequence. Open to students admitted to the  
Honors Program.

MAC 2313  
Calculus 3 with Analytic Geometry  
Prerequisite: MAC 2312 or MAC 2312H with a  
"C" or higher. Meets Gordon Rule requirements.  
Three-dimensional coordinate systems, vectors,  
functions of several variables, partial  
differentiation, multiple integration, line integrals  
and an introduction to the solution of differential  
equations are included. Third of a three-course  
sequence.

MAD 2104  
Discrete Mathematics  
Prerequisite: MAC 1105 with a "C" or higher.  
Meets Gordon Rule requirements. Topics include  
formal logic, set theory, combinatorics,  
mathematical induction, relation and function,  
recursion, and graph theory.

MAE 2801  
Elementary School Mathematics  
Prerequisite: MAC 1105 or MGF 1106 or MGF  
1107. Mathematics appropriate for the elementary  
school teacher including the six basic sets of  
numbers, concepts, number systems and geometry.

MAN 2021  
Business Management Principles  
Principles of business administration, problems  
and practices related to our economy. Management  
functions of planning, organizing, directing, and  
controlling as applied to various facets of business  
are included.

MAN 2941  
Management Internship  
Prerequisite: Departmental Approval. Student  
works in selected business office a minimum of 15  
hours per week. Attend seminars to answer  
questions, share experiences and give further

knowledge of varying aspects of the business  
environment.

MAN 2948  
Service-Learning Field Studies 1  
Course gives the student the opportunity to  
understand the relationship of theory to practice  
through participation in a service-learning  
experience. Students are required to complete  
20 hours of volunteer work, a service-learning  
contract, necessary oral and written reflection  
methods.

MAP 2302  
Differential Equations  
Prerequisite: MAC 2312 with a "C" or higher.  
Meets Gordon Rule requirements. The course is an  
troduction to the basic concepts, theory,  
methods, and applications of ordinary differential  
equations. The course emphasizes the standard  
techniques of solving ordinary differential  
equations including series, operator and the  
(Laplace) Transform solutions.

MAR 1011  
Marketing Principles  
A survey of the activities of product (service)  
development, pricing, promotion, and physical  
distribution with emphasis on the systematic  
coordination of these activities into an integrated  
marketing strategy for the product (service).

MAR 2721  
Marketing on the Internet  
Prerequisite: MAR 1011. Corequisite: COP 2822  
Study of the Internet, its culture and procedures  
from a marketing perspective and examining the  
application of marketing theories to internet  
businesses.

MAR 2948  
Service-Learning Field Studies 1  
Course gives student the opportunity to understand  
the relationship of theory to practice through  
participation in a service-learning experience.  
Students are required to complete 20 hours of  
volunteer work, a service-learning contract,  
necessary oral and written reflection methods.

MAS 2103  
Linear Algebra  
Prerequisite: MAC 1311 or MAC 1311H with a  
"C" or higher. This is the first course in linear  
algebra. The topics covered includes, but not  
limited to, matrices and system of linear  
equations, determinants, linear transformations,  
vector spaces and subspaces, linear independence,  
bases, orthogonality, eigenvalues, eigenvectors, and  
some application problems.

MAT 1033  
Intermediate Algebra  
Prerequisites: MATV 0020 or MATV 0024, or  
appropriate CPT test scores. Prepares the student  
for MAC 1105. Includes vocabulary, symbolism,  
basic operations with algebraic expressions,  
polynomials, linear equations and inequalities,  
exponents, radicals and radical equations,  
graphing, quadratic equations and complex  
numbers, introduction to functions.

MATV 0012  
Pre-Algebra Prep  
Prerequisite: Appropriate Placement Score. A  
course in the fundamental skills and concepts of  
arithmetical and algebra for students needing to  
strengthen their mathematical background. The  
topics will include real numbers, percents, ratios,  
and linear equations with applications. Lab Fee.
### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 0801</td>
<td>10</td>
<td>Medical Assistant Externship Prerequisites: All pre/core courses, Corequisites: All pre/core courses. An actual clinical and administrative experience for the student outside the clinical setting. Students are required to complete 20 hours of clinical service-learning experience.</td>
</tr>
<tr>
<td>MEAC 0200</td>
<td>8</td>
<td>Clinical Competencies Course is designed to help students acquire the knowledge and skills required for employment in the clinical care setting. Theory and lab is incorporated to enable the student to function effectively, professionally, and competently as a member of the physician’s health care team.</td>
</tr>
<tr>
<td>MAT 0020</td>
<td>5</td>
<td>Combined Pre-Introductory Algebra - Prep Prerequisite: Appropriate Placement Score. An accelerated approach which combines arithmetic and basic algebra concepts needed for success in college level courses. Topics include real numbers, percent, geometry, scientific notation, ration and proportion, exponents, solving linear equations and inequalities, factoring, and solving quadratic equations. Lab Fee.</td>
</tr>
<tr>
<td>MAT 0024</td>
<td>4</td>
<td>Introductory Algebra Prep Prerequisite: MAT 0021 or appropriate placement score. An individualized approach to mathematics through elementary development of the rational number system and an introduction to algebra concepts up to and including quadratic equations infused with math study skills, lowering test anxiety and fundamental test taking skills upon successful completion of this course. Students are required to take the State Exit Exam in order to complete the Preparatory Program.</td>
</tr>
<tr>
<td>MCBC 2010</td>
<td>4</td>
<td>Microbiology Prerequisites: College level Biology course or consent of instructor. Appropriate test scores in reading and writing. Morphology, culture of microorganisms, media preparation, sterilization, metabolism, nutrition, physiology of microorganisms, causation and control of pathogens, selected pathogens, dairy and industrial applications, bacterial genetics and bacteriological techniques. Lab Fee.</td>
</tr>
<tr>
<td>MCBC 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1 Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>MEA 0322</td>
<td>8</td>
<td>Administrative Competencies/Coding This course provides a thorough introduction to the wide range of administrative skills that a medical assistant should possess and include medical law and ethics, communication, appointments/scheduling, filing, computer application software and insurance. Billing and coding, managerial, accounts payable and receivable, and quality improvement and risk management will provide theory and lab practice to support these skills. Psychology for the medical assistant will play an integral part of this curriculum. Lab Fee.</td>
</tr>
<tr>
<td>MET 2010</td>
<td>3</td>
<td>Meteorology Prerequisite: High school Algebra 1 (if completed within the last three years) or high school Algebra 1 and 2. Emphasis on the study of weather elements, weather instruments, atmospheric motion, types of storms, forecasting, and world climates. Time devoted to analyzing weather maps.</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>3</td>
<td>Math For Liberal Arts 1 Prerequisite: MAT 1023 with a “D” or better or suitable placement score. Meets Gordon Rule requirements. This is a General Education mathematics course which includes, but is not limited to, the following major topics: sets, logical reasoning, geometry and measurement, probability, and statistics.</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>3</td>
<td>Math For Liberal Arts 2 Prerequisite: MAT 1033 with a “D” or better or recommendation of an appropriate instructor. Meets Gordon Rule requirements. This is a General Education mathematics course which includes, but is not limited to, the following major topics: voting and apportionment methods, number theory, game theory, patterns and networks, and financial mathematics.</td>
</tr>
<tr>
<td>MGF 1111</td>
<td>1</td>
<td>GEOMETRY AND MEASUREMENT Course covers concepts of geometry; angles and their measures; parallel and intersecting lines; properties of triangles, including similar triangles; perimeter and areas of rectangles, squares, parallelograms, triangles, trapezoids, and circles; volumes and surface areas of cylinders, spheres, rectangular solids, and cones.</td>
</tr>
<tr>
<td>MLA 1021</td>
<td>3</td>
<td>Principles of Selling Survey of techniques utilized in process of determining, activating and satisfying needs or wants of a buyer to mutual continuous benefit of both buyer and seller.</td>
</tr>
<tr>
<td>MLA 1302</td>
<td>3</td>
<td>Business Seminar/Practicum 1 Theory of marketing principles; course work observed through the use of various plans such as on-the-job training with local business, marketing project papers including surveys, trainer-observer tours of local business and employability skills.</td>
</tr>
<tr>
<td>MLA 1312</td>
<td>3</td>
<td>Business Seminar/Practicum 2 Second term sequence for on-the-job training or approved study leading to a career in the marketing field.</td>
</tr>
<tr>
<td>MLC 1007</td>
<td>1</td>
<td>Laboratory Specimens and Microscopy Prerequisite: Admission to the Program. A course designed to introduce basic knowledge of CLIA waived testing in the areas of microbiology, urinalysis, phlebotomy, serology and immunohematology and clinical chemistry, and hematology.</td>
</tr>
<tr>
<td>MLC 1010</td>
<td>3</td>
<td>Laboratory Specimens and Microscopy Prerequisite: Admission to the Program. A course designed to explore the principles for collecting blood specimens for the purpose of laboratory analysis. Principles of basic cardiovascular anatomy and physiology, blood drawing equipment, safety procedures, standard precautions, specimen processing and medical terminology will be stressed.</td>
</tr>
<tr>
<td>MLC 1331</td>
<td>3</td>
<td>Serology and Coagulation Prerequisite: Admission to the Program. Corequisite: MLC 1331. A course designed to explore the immune response of the body as it relates to the area of serology and to study the mechanisms of coagulation and hemostasis disorders.</td>
</tr>
<tr>
<td>MLC 1440</td>
<td>2</td>
<td>Parasitology and Mycology Prerequisite: Admission to the Program. A course designed to explore the principles and laboratory techniques for normal hematology, followed by a study of pathological hematology. Emphasis will be placed on anemias, leukemias, and abnormal hemoglobins.</td>
</tr>
<tr>
<td>MLC 1525</td>
<td>3</td>
<td>Immunohematology Prerequisite: Admission to the Program. Corequisite: MLC 1525. A course designed to explore the immune response of the body as it relates to the area of immunohematology. Procedures and principles of blood banking will be examined.</td>
</tr>
<tr>
<td>MLC 1610</td>
<td>3</td>
<td>Clinical Chemistry Prerequisite: Admission to the Program. Corequisite: MLC 1610. A course designed to explore principles of biochemical reactions used for the diagnostic evaluation of human physiology. Procedures for quantization of electrolytes, proteins, carbohydrates, hormones, lipids, enzymes and drugs will be emphasized and the implications of these substances in health and disease will be stressed.</td>
</tr>
</tbody>
</table>
| MLC 2401    | 3       | Medical Microbiology Prerequisite: Admission to the Program. Corequisite: MLC 2401. A course designed to introduce the procedures for cultivating pathogenic microorganisms from human specimens and to introduce basic knowledge of CLIA waived testing in the areas of microbiology, urinalysis, phlebotomy, serology and immunohematology and clinical chemistry, and hematology.
introduce the methods of bacterial identification that are used in a clinical setting. The relation of microorganisms to disease will be studied.

MLT 2760 Clinical Instrumentation
Prerequisite: Admission to Program. A course designed to explore principles of operation and maintenance of the instruments used in the clinical laboratory. Safety, OSHA regulations, and quality control will be emphasized.

MLT 2930 Pathology Seminar
Prerequisite: Admission to the Program. Tapes of seminar topics will be viewed to illustrate how the results of lab tests are used in the diagnosis and treatment of disease. Students will prepare for the certification exam by taking online tests in each area of the laboratory and students will take a comprehensive examination over all areas of medical technology.

MLTL 0009 General Laboratory Practices Lab for Medical Assistants
A course designed to allow the Medical Assistant to perform basic procedures for CLIA waived laboratory tests and to become proficient with venipuncture and skin puncture. Lab Fee.

MLTL 0047 Phlebotomy Laboratory
Prerequisite: 18 years of age. Corequisite: MLTL 0047. A course designed to give the student actual hospital experience to gain proficiency in collecting, transporting, handling and processing blood specimens for analysis.

MLTL 0048 Phlebotomy Clinical Rotation
Prerequisite: 18 years of age, MLTL 0047, MLTL 0048. Actual hospital experience in which students gain proficiency in collecting blood specimens for the purpose of laboratory analysis. Capillary and venipuncture techniques will be performed with emphasis on safety and standard precautions. Lab Fee.

MLTL 1040 Laboratory Specimens and Microscopy Laboratory
Prerequisite: Admission to program. Corequisites: MLTL 1040. A course designed to explore basic lab testing in various departments within the laboratory. Individual assignments to a laboratory department will build competency to job entry level. Lab Fee.

MLTL 1525 Immunohematology Laboratory
Prerequisite: 18 years of age. Corequisites: MLTL 1042, MLTL 1042. A course designed to give the student actual hospital experience to gain proficiency in collecting, transporting, handling and processing blood specimens for analysis. Lab Fee.

MLTL 1610 Clinical Chemistry Laboratory
Prerequisite: Admission to the program. Corequisite: MLTL 1610. A course designed to allow the student to perform routine tests that are done in the clinical chemistry laboratory. Students will gain experience in reagent preparation, use of instruments and quality control. Lab Fee.

MLTL 1803 Clinical Practicum 1
Prerequisite: 18 years of age, MLTL 1040 and MLTL 1040. A course designed to give the student actual hospital experience to gain proficiency in collecting, transporting, handling and processing blood specimens for analysis.

MLTL 1804 Clinical Practicum 2
Prerequisite: Completion of relevant didactic course work. A course designed to give the student actual hospital experience to gain proficiency in laboratory testing in various departments within the laboratory. Individual assignments to a laboratory department will build competency to job entry level. Lab Fee.

MLTL 2401 Medical Microbiology Laboratory
Corequisite: MLTL 2401. A course designed to give the student practical experience in the isolation and identification of pathogenic organisms. Students will learn to differentiate between normal flora and pathogens. Lab Fee.

MLTL 2806 Clinical Practicum 3
Prerequisite: Completion of relevant didactic course work. A course designed to give the student actual hospital experience to gain proficiency in laboratory testing in various departments within the laboratory. Individual assignments to a laboratory department will build competency to job entry level and this course completes the laboratory rotation that was begun in MLTL1804.

MMC 1000 Introduction to Mass Communications
Survey of all mass communication media, the effects of mass communication, the development of and new trends in the mass media, requirements and opportunities of journalism and democracy, concepts of freedom of the press, and principles of understanding media audiences.

MMC 1100 Writing for Mass Communications
Prerequisite: ENC 1101. An introduction to the various media of mass communication with emphasis on the gathering and writing of news, stories, and features. The value of editorials, cartooning, and photojournalism included. Guest speakers from the media.

MNA 2821 Electronic Commerce Systems
Prerequisite: CGS 2100. Corequisite: COP 2822. This course is designed to provide exposure to the technologies that underlie the Internet and the e-commerce environment, and to provide experience in applying Web technologies to design and build e-commerce sites.

MTB 0102 Mathematics for Business
Course designed to present the basic principles used to solve everyday business problems. Students will apply the terminology of business and ways one can benefit as a consumer by increasing awareness of business transactions. Course includes basic arithmetic transactions, percents, discounts, banking services, credit card transactions, bank statement reconciliation, account services, markup and markdown procedures, simple and compound interest.

MTB 1103 Business Mathematics
To develop the ability to apply the fundamentals of mathematics to inventory, depreciation, turnover, overhead, taxes, insurance, and other business operations.

MTB 1321 Technical Mathematics
This course will provide the mathematics skills technicians will need. It will focus on practical and applied skills. Students will work with real-world concepts and problems. Subject areas are concepts of arithmetic, measurement systems, algebra, graphing, analytic geometry, basic geometric concepts and vectors and basic trigonometry.

MTG 2204 Geometry for Educators
Prerequisite: MAC 1105 or equivalent. A course in Euclidean and non-Euclidean geometry, including history and development, proofs, and measurement and properties of angles, plane and solid figures. Credit will not be given for this course and MGF 1111.

MUE 2211 Early Childhood Music and Movement
An examination of the role of music and creative movement in the lives of young children.

MUG 2101 Introduction to Conducting
Prerequisite: MUT 1111. This course is an introduction to the skill and art of musical conducting.

MUL 2010 Survey of Music Literature
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. To develop the understanding and appreciation of music in Western Civilization from the late Middle Ages to the present.

MUM 2600 Introduction to Sound Recording Techniques
Corequisite: MUML 2600. An introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, studio etiquette, techniques, practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing will be studied.

MUM 2604 Multi-Track Mixdown (Post Production)
Prerequisites: MUM 2600, MUML 2600. This course explores the application of signal processing
courses as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices.

**MUMC 2606**
**Principles of Digital Audio**
*Course Prerequisites:* MUMC 2600, MUML 2600. A study of digital audio production techniques, which includes sampling, editing and mixing using a digital audio workstation. The student will complete audio recording projects using a variety of digital production techniques. Lab Fee.

**MUMC 2623**
**MIDI Electronic Music 1**
*Prequisite:* MUTC 1001 or equivalent. An introduction to electronic musical application through lecture and studio instruction with an emphasis on the MIDI system, in conjunction with computers and digital audio. A basic knowledge of musical notation is recommended. This course may be taken for maximum credit of 6. Lab Fee.

**MUMC 2600**
**Introduction to Sound Recording Techniques Laboratory**
*Prequisite:* MUMC 2600 required for repeated course attempts. Corequisite: MUMC 2600 (first attempt). This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course is a corequisite for MUMC 2600 but may be taken alone after successful completion of MUMC 2600. This course may be taken for maximum credit of 6. Lab Fee.

**MUMC 2604**
**Multi-Track Mixdown (Post Production) Laboratory**
*Prequisite:* MUMC 2600, MUME 2600, MUME 2604 required for repeated course attempts. Corequisite: MUMC 2600 (1st attempt). This course allows for "hands on" application of signal processing gear as it relates to multi-track master mixdowns to stereo mastering machines. This course is a corequisite of MUMC 2604 but may be taken alone after successful completion of MUMC 2604. This course may be taken for maximum credit of 3. Lab Fee.

**MUN 1120**
**College Concert Band**
*Prequisite:* Audition required. A performing wind and percussion ensemble. This course will provide a comprehensive study of music representing all musical periods and styles. Audition is required. Course may be taken for maximum credits of 12.

**MUN 1180**
**Community Band**
A community concert band open to all residents throughout Brevard County ages senior high school through senior citizen. Previous playing experience on a wind or percussion instrument necessary. No audition required. May be taken for maximum credit of 12.

**MUN 1210**
**College Concert Orchestra**
A performing string ensemble. A comprehensive study of music with emphasis on style and form of orchestral literature from the 1700's to the present. This course is open to all students with previous experience on a strong instrument. This course may be taken for maximum credit of 12.

**MUN 1340**
**Chamber Ensemble**
*Prequisite:* Audition. Corequisite: MUN 2340. A select performing choral organization which emphasizes small ensemble singing utilizing choral literature from all musical styles. Auditions may be taken for maximum credit of 12.

**MUN 1380**
**Community Chorus**
A community chorus open to all students, faculty and their families, and residents throughout the county from senior high age through senior citizen. Auditions may be required. This course may be taken for maximum credit of 12.

**MUN 1430**
**Instrumental Ensemble**
*Prequisite:* Audition required. This is a performing ensemble with emphasis placed on literature of all historic periods for the small ensemble. Audition required. This course may be taken for maximum credits of 12.

**MUN 1710**
**Jazz Band**
*Prequisite:* Instrument proficiency. An instrumental ensemble specializing in the music of the dance and jazz band idiom beginning with the big band era of the 40's and progressing to present day. This course may be taken for maximum credit of 12.

**MUN 1720**
**Music Express Show Choir**
*Prequisites:* Audition and consent of Director. An entertainment-oriented choral ensemble which represents the college through performances of a varied repertoire of choral music often with choreography. Membership by audition only. The course may be repeated for credit.

**MUN 2340**
**Concert Choir**
*Prequisite:* High School Choir or equivalent. Corequisite: MUN 1340. A choral organization open to all students with previous choral experience performing a varied selection of choral literature from all musical styles. Auditions may be required. This course may be taken for maximum credit of 12.

**MUO 1002**
**Musical Theatre 1 Laboratory**
The study, analysis, organization, casting, production and performance of a musical theatre work. This class may be taken for maximum credit of 12.

**MUO 1003**
**Musical Theatre 2 Laboratory**
*Prequisites:* MUO 1002. Continuation of MUO 1002. Study, analysis, organization, casting, production and performance of a musical theatre/ opera work. This class may be taken for maximum credits of 12.

**MUO 1004**
**Musical Theatre 3 Laboratory**
*Prequisite:* MUO 1003. The study, analysis, organization, casting, production and performance of a musical theatre work. This course may be taken for maximum credits of 12.

**MUO 1005**
**Musical Theatre 4 Laboratory**
*Prequisite:* MUO 1004. The study, analysis, organization, casting, production and performance of a musical theatre work. This course may be taken for maximum credits of 12.

**MUS 1010**
**Student Seminar and Recital**
This course requires attendance and participation in student seminars and recitals of the Applied Music Courses. This course may be repeated.

**MUT 1111**
**Music Theory 1**
*Prequisite:* College Level Reading CPT 83 or equivalent. Corequisite: MUT 1241. A basic course for music majors to include the study of rhythms, intervals, phrases, chords, and chord progressions through listening, analyzing and writing music from the common practice period.

**MUT 1112**
**Music Theory 2**
*Prequisite:* MUT 1111. Corequisite: MUT 1242. A continuation of Music Theory I which provides further study of rhythms, intervals, phrases, chords, and chord progressions through listening, analyzing, and writing music from the common practice period.

**MUT 1241**
**Sight-Singing and Aural Skills 1**
*Corequisite:* MUT 1111. A basic course for music majors to develop skills in sight-singing, dictation, and aural discrimination.

**MUT 1242**
**Sight-Singing and Aural Skills 2**
*Prequisite:* MUT 1241. Corequisite: MUT 1112. A continuation of Sight-Singing and Aural Skills I and to develop a greater skill in sight-singing, dictation, and aural discrimination.

**MUT 2116**
**Music Theory 3**
*Prequisite:* MUT 1112. Corequisite: MUT 2246. An advanced study of the theoretical aspects of music including chords, chord progressions, modulations, and form.

**MUT 2117**
**Music Theory 4**
*Prequisite:* MUT 2116. Corequisite: MUT 2247. A continuation of the advanced study of the theoretical aspects of music including chords, chord progressions, modulations and form.

**MUT 2246**
**Sight-Singing and Aural Skills 3**
*Prequisite:* MUT 1242. Corequisite: MUT 2116. An advanced course for music majors to develop skills in sight singing, dictation, and aural discrimination.

**MUT 2247**
**Sight-Singing and Aural Skills 4**
*Prequisite:* MUT 2246. Corequisite: MUT 2117. An advanced course for music majors to develop skills in sight singing, dictation, and aural discrimination.

**MUS 2641**
**Jazz Improvisation 1**
*Prequisite:* Audition. A performing ensemble with concentration on improvisation as applied to Jazz of the 30's through today. Emphasis is on learning Jazz scales, modes, chords and progressions through the study of standards, Pop, Be-Bop, and Blues. This course may be taken for maximum credits of 12. Auditions required.
MUTC 1001 Fundamentals of Music
To teach incoming students fundamental music theory and ear training in order to prepare them for the standard sequence of Music Theory and Ear Training for the music major. Additionally, the class will be constructed so as to teach adults the rudiments of music and music reading.

MVB 1211 Trumpet Lessons
Prerequisites: Department Chair Approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1212 French Horn Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1213 Trombone Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1215 Tuba Lessons
Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1311 Applied Trumpet
Prerequisite: MVB 1311 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1311 for Music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 1312 Applied French Horn
Prerequisite: MVB 1312 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1312 for Music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 1313 Applied Trombone
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVK 1111 Keyboard Harmony 1
Class in keyboard harmony designed primarily for the music major as a secondary instrument. Student should be familiar with the names of the keys, understand time and meter, notation, and clef symbols. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 1112 Keyboard Harmony 2
Prerequisite: MKV 1111 or equivalent. Class in keyboard harmony designed primarily for the music major as a secondary instrument. This course is a continuation of MKV 1111 with the emphasis on passing the freshman piano proficiency. May be taken for a maximum number of 4 credits. Lab Fee.

MVK 1211 Piano Lessons
Prerequisite: Approval by instructor or audition required. Private instruction offered to non-music majors with previous vocal, instrumental or music reading experience. Approval by instructor or audition required. This course may be taken for a maximum credit of 12. Lab Fee.

MVK 1311 Applied Piano
Prereq. Credit in piano instruction designed primarily for the beginner or the intermediate player who does not read music. May be taken for a maximum credit of 12. Lab Fee.

MVK 1811 Class Piano
Class in piano instruction designed primarily for the beginner or the intermediate player who does not read music. May be taken for a maximum credit of 12. Lab Fee.

MVK 2121 Keyboard Harmony 3
Prerequisite: MKV 1112 or equivalent. This course is a continuation of MKV 1112 and is primarily for the music major. Student should be familiar with the basics of piano keyboard harmony. May be taken for a maximum credit of 4. Lab Fee.

MVK 2122 Keyboard Harmony 4
Prerequisite: MKV 2121 or equivalent. Class in keyboard harmony designed primarily for the music major as a secondary instrument. This course is a continuation of MKV 2121 with the emphasis on passing the Sophomore Piano proficiency. May be taken for a maximum number of 4 credits. Lab Fee.

MVK 2321 Applied Piano
Prerequisite: MVB 1311 (4 credits). Corequisite: MUT 2116 or 2117. This course is a continuation of MVB 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVP 1211 Percussion Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.
MVS 1311   Credits: 2
Applied Violin
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1312   Credits: 2
Applied Viola
Prerequisites: Audition required, Department Chair approval. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1313   Credits: 2
Applied Cello
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1314   Credits: 2
Applied String Bass
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1315   Credits: 2
Applied Guitar
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1316   Credits: 2
Applied String Bass
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1317   Credits: 2
Applied Voice
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1318   Credits: 2
Applied Cello
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1319   Credits: 2
Applied Viola
Prerequisites: Audition required, Department Chair approval. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1320   Credits: 2
Applied String Bass
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1321   Credits: 2
Applied Violin
Prerequisite: MVS 1311 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1322   Credits: 2
Applied Voice
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1323   Credits: 2
Applied Cello
Prerequisite: MVS 1313 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1324   Credits: 2
Applied String Bass
Prerequisite: MVS 1314 (4 credits). Corequisite: MUT 2116 or MUT 2117. This is a continuation of MVS 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1325   Credits: 2
Applied Guitar
Prerequisite: MVS 1315 (4 credits). Corequisite: MUT 2116 or MUT 2117. This is a continuation of MVS 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1326   Credits: 2
Applied Voice
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1327   Credits: 2
Applied Cello
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1328   Credits: 2
Applied Violin
Prerequisites: Audition required, Department Chair approval. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1329   Credits: 2
Applied String Bass
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1330   Credits: 2
Applied Guitar
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1331   Credits: 2
Applied Voice
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 2111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.
MVW 2321  Credits: 2
Applied Voice
Prerequisite: MVW 1311 (4 credits). Corequisite: MUT 2116 or 2117. This course is a continuation of MVW 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1211  Credits: 1
Flute Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 4. Lab Fee.

MVW 1212  Credits: 1
Oboe Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 4. Lab Fee.

MVW 1213  Credits: 1
Clarinet Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVW 1214  Credits: 1
Bassoon Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVW 1215  Credits: 1
Saxophone Lessons
Prerequisites: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVW 1311  Credits: 2
Applied Flute
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1312  Credits: 2
Applied Oboe
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1313  Credits: 2
Applied Clarinet
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1314  Credits: 2
Applied Bassoon
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1315  Credits: 2
Applied Saxophone
Prerequisites: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2321  Credits: 2
Applied Flute
Prerequisite: MVW 1311 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2324  Credits: 2
Applied Bassoon
Prerequisite: MVW 1314 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2325  Credits: 2
Applied Saxophone
Prerequisite: MVW 1315 (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.
NUR 1020  
Fundamentals of Nursing  
Credits: 5  
Prerequisites: Admission to Nursing Program, BSCC 2085, 2086, Corequisites: MCBC 2010, NURC 1141, NURL 1020, PSY 2012. Presentation of theory regarding fundamental knowledge and skills essential to deliver care to clients across the lifespan, including end-of-life care. Focus is on the nursing process utilizing patterns of health and Maslow's hierarchy of needs to organize care. Lab Fee.

NUR 1213  
Basic Medical-Surgical Nursing  
Credits: 5  
Prerequisites: BSCC 2085, BSCC 2086, NUR 1020, NURC 1141, NURL 1020, PSY 2012  
Corequisites: NURC 1142, DEP 2004, NURC 1142. The focus is on the theoretical application of the nursing process to clients across the life span. Pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, and communication are incorporated in the process. Content includes growth and development, health promotion and maintenance, the surgical client, and common recurring medical-surgical conditions across the life span. Lab Fee.

NUR 2241  
Advanced Medical-Surgical Nursing  
Credits: 5  
Prerequisites: NUR 2463, NURL 2463, NUR 2522, NURL 2522. Corequisites: NURC 2463. Focus is on the theoretical application of the nursing process to selected complex medical-surgical conditions as they occur across the lifespan. Related pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, communication and critical care aspects are included as they apply to the selected conditions. Lab Fee.

NUR 2463  
Nursing Care of the Childbearing Family  
Credits: 2  
Prerequisites: DEP 2004, NUR 1213, NURC 1142, NURL 1213. Corequisites: NURC 2463. Focus is on the theoretical application of the nursing process to the childbearing family. Content is presented on management of normal and highrisk aspects of the childbearing cycle. Emphasis is on application of physiological, psychosocial concepts in the care of the childbearing family during pregnancy, childbirth and newborn period.

NUR 2522  
Nursing Care of the Psychiatric Client  
Credits: 1  
Prerequisites: DEP 2004, NUR 1213, NURC 1142, NURL 1213. Corequisite: NURC 2522. Focus is on the theoretical application of the nursing process in the care of clients with psychiatric/mental disorders. Physiological, pathophysiological and psychosocial concepts, principles of nutrition and communication as well as Pharmacology are included as the apply to selected situations.

NUR 2801  
Nursing Leadership and Management  
Credits: 1  
Prerequisites: NUR 2241, NURL 2241. Corequisites: NURL 2801, NUR 2813, NUR 2930. Presents theoretical application of the nursing process to the management of the client in a variety of situations. Leadership and management principles as related to the role of the nurse in the hospital and community are addressed. Lab Fee.

NUR 2813  
Nursing Issues and Trends  
Credits: 2  
Prerequisites: NUR 2241, NURL 2241. Corequisites: NURC 2801, NURC 2801, NUR 2930. Provide the student the opportunity to explore professional, legal, ethical, educational employment and community-based issues related to health care.

NUR 2930  
Nursing Elective  
Credits: 1  
Prerequisites: NUR 2241, NURC 2241. Corequisites: NURC 2801, NURC 2801, NUR 2813. Selected supplemental content which supports application of the nursing process for clients across the lifespan. Several areas will be offered for student choice. Physiological, pathophysiological and psychosocial concepts, principles of nutrition and communications and pharmacology are included as they apply to selected situations.

NURC 1003  
Transition Course  
Credits: 5  
Prerequisites: Admission to Associate Degree Nursing Program; BSCC 2085, 2086, MAC 1105 or SVG 2000, PSY 2012, MCBC 2010. Corequisite: NURC 2701. Designed to assist the student to transition into the professional nursing role. Emphasis is placed on the use of critical thinking skills in applying the nursing process to meet the needs of clients across the lifespan with alterations in health. Lab Fee.

NURC 1141  
Nursing Pharmacology 1  
Credits: 1  
Prerequisites: Admission to the Associate Degree Nursing Program. Corequisites: NUR 1020, NURC 1003. The course combines theory and laboratory experiences to promote mastery of basic principles of pharmacotherapeutics and safe administration of medications. Emphasis is placed on dosage calculations and the relationship between drug therapy, life span, legal/ethical and cultural considerations in the application of the nursing process. Prevention and response to medication errors, patient education regarding drug therapy are also considered. Lab Fee.

NURC 1142  
Nursing Pharmacology 2  
Credits: 2  
Prerequisites: NURC 1141, Corequisites: NURC 1123, NURC 1142. The course combines theory and laboratory experiences to promote mastery of pharmacological theory and application of the nursing process. Medications are presented according to classification by body systems. Students apply the nursing process to the preparation, administration, monitoring and patient teaching required for the safe administration of medications in each drug class.

NUR 1020  
Fundamentals Clinical Laboratory  
Credits: 4  
Prerequisites: Admission to ADN Program; Corequisites: MCBC 2010, NUR 1020, NURC 1141, PSY 2012. Focus is on the application of the nursing process in the care of clients at different ages with an emphasis on the elderly. Provides opportunities in the campus lab and community settings for the student to apply theory, perform nursing skills, establish therapeutic relationships and begin to develop professional behaviors. Lab Fee.

NUR 1213  
Basic Medical-Surgical Clinical Laboratory  
Credits: 4  
Prerequisites: BSCC 2085, BSCC 2086, NUR 1020, NURC 1141, NURL 1020, PSY 2012. Corequisites: DEP 2004, NUR 1213, NURC 1142. Focus is on the clinical application of the nursing process to concepts of care across the life span. Includes growth and developmental assessment, health promotion and maintenance and selected medical surgical conditions. Pathophysiological and psychosocial responses of the client to illness, principles of pharmacology, nutrition, and communication are incorporated in the process. Lab Fee.

NUR 2241  
Advanced Medical-Surgical Clinical Laboratory  
Credits: 4  
Prerequisites: NUR 2463, NURL 2463, NUR 2522, NURL 2522. Corequisite: NUR 2241. Clinical application of the nursing process to selected complex medical-surgical conditions as they occur across the lifespan. Related pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, communication techniques, and critical care aspects are utilized in the process. Lab Fee.

NUR 2463  
Childbearing Family Clinical Laboratory  
Credits: 1  
Prerequisites: DEP 2004, NUR 1213, NURC 1142, Corequisite: NURC 2463. Clinical application of the nursing process in the management of the childbearing family, normal and at risk. Application of physiological, pathophysiological and psychosocial concepts, principles of nutrition, communications, and pharmacology concepts in the planning and implementation of care is addressed. Lab Fee.

NUR 2522  
Psychiatric Client Clinical Laboratory  
Credits: 1  
Prerequisites: DEP 2004, NUR 1213, NURC 1142, NURL 1213. Corequisites: NURC 2522. Focus is on the clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological and psychosocial concepts, principles of nutrition and communications and pharmacology are included as they apply to selected situations.

NUR 2701  
Transitional Clinical Laboratory  
Credits: 3  
Prerequisites: Admission to the ADN Program; Corequisite: NURC 1003. Clinical application of the nursing process in the care of the geriatric client, medical-surgical client, and child with alterations in health. Experiences will be in acute and long-term care facilities. Lab Fee.

NUR 2801  
Leadership and Management Clinical Laboratory  
Credits: 3  
Prerequisites: NUR 2241, NURL 2241. Corequisites: NURC 2801, NUR 2813, NUR 2930. Clinical application of leadership and management skills in delivering care for clients across the lifespan in a variety of situations. Experiences will include community and hospital based assignments and a preceptorship in the acute care facility.
OCA 0311 Credits: 3
Introduction to Word Processing and Laboratory
This course prepares the student with an introduction to word processing concepts and theory. It also provides hands-on experience with word processing equipment and skill building. Lab Fee.

OCA 0315 Credits: 3
Advanced Word Processing
Prerequisite: OCA 0311. This course teaches advanced word processing techniques with a strong emphasis on graphics and desktop publishing.

OCA 0401 Credits: 1
Introduction to Spreadsheets
Prerequisite: OCA 0311. An introductory course in the application of commercially available spreadsheet software. Topics include formatting and enhancing worksheets, using formulas, and creating charts. Lab Fee.

OCA 0461 Credits: 1
Introduction to Databases
Prerequisite: OCA 0311. An introductory course in the application of commercially available database software. Topics include creating a database, forms, reports, labels and charts, and performing queries. Lab Fee.

OCA 0600 Credits: 2
Desktop Publishing 1
Prerequisite: OCA 0311. This course is designed to introduce students to the very basics of desktop publishing using a popular personal desktop publishing software as well as using a number of other inexpensive desktop publishing materials.

OCA 0601 Credits: 3
Desktop Publishing 2
Prerequisite: OCA 0600. Provides an understanding of desktop publishing at an intermediate level using a popular desktop publishing package, including computer-aided page design and using and manipulating graphics. Lab Fee.

OCA 0603 Credits: 2
Page Layout and Design
Prerequisite: OCA 0311. Computer aided page design and publishing using text and graphics to prepare flyers, manuals, newsletters, and other media publications.

OCA 0605 Credits: 3
Desktop Publishing 3
Prerequisite: OCA 0601. Provides students with an advanced knowledge of desktop publishing techniques and procedures using a popular desktop publishing software. This is a hands-on course driven by projects for more complete understanding. Lab Fee.

OCA 0630 Credits: 2
Computerized Imaging
Prerequisite: OCA 0601. This course will provide a hands-on approach to using scanners, digital cameras, and other input devices for use in a computer design program.

OCA 0631 Credits: 2
Advanced Business Graphics
Prerequisite: OCA 0311. This course provides thorough knowledge of the design elements used to enhance publications through the use of business graphics software.

OCA 0701 Credits: 1
Introduction to Windows
This course provides basic knowledge of Windows in order to make the migration into other Windows applications easier and more straightforward.

OCA 0802 Credits: 1
Introduction to Basic Internet/E-mail
Students will learn the elements of Windows to facilitate a successful migration in the basics of Internet, e-mail and an integrated desktop information program system. Students will learn better communication skills and to organize business information.

OCA 0810 Credits: 3
Web Page Authoring
Prerequisite: OCA 0311. Provides understanding of the different facets of Web page authoring, using not only a popular markup code language but also a popular Web page publishing software package.

OCA 0870 Credits: 3
Creating Multimedia
Learn industry standard computer graphic applications. Build knowledge of computer, software applications, graphic design, and multimedia software toward a career in interactive multimedia. Experimentation with shape, volume, color, and animation.

OCA 2505 Credits: 1
Introduction to Personal Financial Management
Introduction to a financial management computer application program utilized to organize and manage personal finances, pay bills electronically, and organize financial data. Classes are conducted in a hands-on computer lab.

OCBC 2013 Credits: 4
Marine Biology
Prerequisite: BSCC 1010 and College Level Reading (CPT 83+ or equivalent). A survey of global marine and local estuarine ecosystems focusing on biological, chemical and physical parameters influencing these ecosystems. Includes a study of the major phyla inhabiting these ecosystems, with particular, but not exclusive focus on Brevard County marine environs. Lab Fee.

OCE 1001 Credits: 3
Oceanography
Prerequisite: High school Algebra I (if completed within the last three years) or high school Algebra I and 2. Introduction to oceanography including study of the seafloor, of seawater, currents, waves and tides, and life in the sea.

OST 1053 Credits: 3
Career Planning/Resume Preparation
Techniques for development of a career plan resulting in meaningful professional growth and career advancement.

OST 1100 Credits: 3
Beginning Computer Keyboarding
A study of the keyboard and the mechanics necessary for the acquisition of elementary typing skills. Introduction to typing correspondence, tabulation, business forms and manuscripts.

OST 1110 Credits: 3
Intermediate Computer Keyboard
Prerequisite: Minimum grade of C in OST 1100 or consent of instructor. Continued emphasis on basic keyboarding techniques, knowledge, and skills; application problems include business letters, memorandums, tables, and reports. Three hours of instruction plus individual lab time each week. May be used for AS or AA degrees.

OST 1141 Credits: 1
Keyboarding
Touch operation of the alphabetic and numeric keyboard. The student acquires a basic keyboarding skill which is the foundation of personal and business applications and also useful for computer data entry and retrieval.

OST 1311 Credits: 1
Introduction to Spreadsheets
Introduction to electronic spreadsheet computer application programs. Student will prepare business spreadsheets to perform mathematical, statistical, and financial calculations, to perform “what if” scenarios for planning and budgeting, and create charts to display data. Classes are conducted in a hands-on computer lab.

OST 1345 Credits: 3
Legal Terminology
Common legal vocabulary drawn from general principles of law.

OST 1455 Credits: 3
Medical Billing and Coding
Prerequisites: HSC 1531 and OST 1100. Introduces the student to patient billing and CPT and ICD-9-CM, the major coding system for procedures and services performed by physicians for diagnoses used in hospitals and other health care settings.

OST 1582 Credits: 3
Ethics at Work
Students develop strategies for ethical decision making in the work environment.

OST 1601 Credits: 3
Machine Transcription 1
Prerequisite: 35 wpm or OST 1100. Use of transcribing equipment reinforces keyboarding skills, reviews language skills, and develops skills in proofreading, editing and composing.

OST 1602 Credits: 3
Machine Transcription 2
Prerequisite: OST 1601. Advanced machine transcription of dictated documents using more difficult terminology and software applications packages.

OST 1611 Credits: 3
Medical Machine Transcription 1
Prerequisites: OST 1141, HSC 1531. Designed to provide training in the use of transcribing equipment, to reinforce typewriting skills, review language skills, and develop skills in proofreading, editing and composing. Focus is on medical terms used in document preparation.

OST 1612 Credits: 3
Medical Machine Transcription 2
Prerequisite: OST 1611. Advanced medical machine transcription of dictated documents using advanced terminology and software applications packages.
OST 1621   Credits: 3
Legal Machine Transcription 1
*Prerequisite: OST 1100. Training in use of transcribing equipment, to reinforce typing skills, legal language and skills, and to develop skills in proofreading, editing and composing.*

OST 1622   Credits: 3
Legal Machine Transcription 2
*Prerequisite: OST 1621. Advanced legal machine transcription of dictated documents using advanced terminology and software applications packages.*

OST 1711   Credits: 3
Word Processing 1
*Prerequisite: OST 1100. Provides opportunity for the student to acquire knowledge in word processing concepts and to acquire knowledge in the keyboarding of WP equipment. Emphasis is also placed on the application of proofreading and grammar skills.*

OST 1741   Credits: 1
Word Processing for Personal Use
*Prerequisite: Keyboarding skills. The course is designed for students who wish to learn to prepare simple reports and business letters using a word processing program on a microcomputer.*

OST 1794   Credits: 1
Introduction to the Internet
*Prerequisite: OST 1141 or equivalent. Travel the information superhighway with skills taught in this course. You will be taught to access the Internet, search for and retrieve information, and use a graphical browser.*

OST 1810   Credits: 1
Business Presentations
Hands-on computer course with an office application program to create visual aids for effective business presentations. Suggested for students entering business and office professions.

OST 1811   Credits: 3
Deskstop Publishing
Theory and hands-on training in desktop publishing. Discussion topics include layout principles, font sizes and styles, graphics, hardware and software. Lab sessions provide an opportunity to prepare a variety of documents using desktop publishing application programs on the microcomputer.

OST 1826   Credits: 1
Introduction to Business Graphics
Introduction to a graphics computer application program. The student will gain skill using a basic illustration program to create graphics and text. Classes are conducted in a hands-on computer lab.

OST 1949   Credits: 3
Co-op Work Experience 1
*Prerequisite: Completion of two courses in major field. Basic principles in student's field of study. Students develop appropriate attitudes and skills needed for successful employment to establish an effective partnership between students and their employer. May be taken up to four times for credit.*

OST 2120   Credits: 3
Advanced Computer Keyboarding
*Prerequisite: OST 1110. Speed building, improvement of basic techniques with the emphasis on production typing of letters, tabulations, reports, manuscripts, and solving the types of office problems for a marketable skill. Three hours of instruction plus individual lab time each week.*

OST 2131   Credits: 3
Legal Keyboarding
*Prerequisites: Basic keyboarding and word processing skills. Familiarizes the student with various fields of law and the proper preparation of legal documents utilized in each. Preparation techniques, the efficient processing of the document using the computer and software program, and a clarification of the required language and clauses explored.*

OST 2135   Credits: 3
Medical Keyboarding
*Prerequisites: Basic keyboarding and word processing skills. Continued emphasis on keyboarding techniques and application skills using the computer and software programs. Application programs include medical consultation letters, operative reports, history and physical exam reports, chart notes, and other applicable medical documents. Emphasis on formatting and productivity. Three hours of instruction plus individual lab time each week.*

OST 2231   Credits: 1
Electronic Calculator
Theory and practice in use of calculators and other office machines. Involves solving arithmetic problems. One hour of class plus laboratory time. Useful for accounting and management students.

OST 2335   Credits: 3
Business Communications
Develop ability to write effective business letters, memorandums, and reports; and develop effective techniques for oral communications with emphasis on promoting and maintaining good human relations in business.

OST 2355   Credits: 3
Records Management and Filing
Principles, procedures, and systems of filing are presented. Records management cover the creation, storage, protection, control, use and disposition of records. Basic considerations for selection of equipment and supplies is studied.

OST 2402   Credits: 3
Office Procedures
*Prerequisite: Typewriting and shorthand or machine transcription. Refinement of typing and other office skills. Employability skills, development of decision-making skills relating to the office, work habits and working with others are covered. Application of skills demonstrated through use of specialized simulated office situations.*

OST 2431   Credits: 3
Legal Office Procedures
*Prerequisite: Typewriting and shorthand or legal machine transcription. Refinement of typing and other office skills. Employability skills, development of decision-making skills relating to legal office, work habits, and working with others are covered. Application of skills demonstrated through use of legal simulated office situations.*

OST 2461   Credits: 3
Medical Office Procedures
*Prerequisite: Basic keyboarding or medical machine transcription skills. Refine keyboarding and other medical office skills. Employability skills, development of decision-making skills related to the medical office, work habits, and ability to work with others are included in the course. Application of skills demonstrated through use of medical simulated office situations.*

OST 2491   Credits: 3
Office Systems Technology Internship 1
*Prerequisite: Departmental approval. Work in selected business office a minimum of 15 hours per week. Attend seminars, answer questions, allow sharing of experiences, and provide further knowledge of varying aspects of secretarial work.*

OST 2492   Credits: 3
Office Systems Technology Internship 2
*Prerequisite: Departmental approval. Work in a selected business office a minimum of 15 hours per week. Attend seminars, answer questions, allow sharing of experiences, and provide further knowledge of varying aspects of secretarial work.*

OST 2760   Credits: 3
Word Processing 2
*Prerequisite: OST 1711 or consent of instructor. Continued acquisition of knowledge in word processing concepts and application of keyboarding and formatting skills in the operation of word processing software equipment. Emphasis is placed on editing and revising skills in the creation of office documents.*

OST 2905   Credits: 1-3
Current Topics in Office Administration
*Prerequisite: Permission of instructor. Designed to provide training in specialized topics in office occupations. Topics will vary dependent upon current needs of students and latest technology in office skills and knowledge. This course may be repeated for maximum credits of 6.*

OST 2949   Credits: 3
Co-op Work Experience 2
*Prerequisite: Completion of two courses in major field. Introduces students to the basic principles in their fields of study and provides an opportunity for students to develop appropriate attitudes and skills needed for successful employment and establishes an effective partnership between the student and the employer. May be taken up to four times for credit. This may be included as a part of any vocational program.*

OTA 0013   Credits: 2
Customer Relations
The student is introduced to the concepts central to successful customer relations. Within the context of laboratory exercises, the student will experience multiple scenarios dealing with customer service.

OTA 0103   Credits: 3
Keyboarding and Document Processing 1
*Introduction to the keyboard, manipulation of the keyboard, business correspondence, reports, tables, and skill improvement. Minimum of 30 wpm for a grade of C. Lab Fee.*

OTA 0105   Credits: 3
Keyboarding and Document Processing 2
*Prerequisite: OTA 0103. To improve basic keyboarding skills and knowledge, manipulation of the keyboard, business correspondence, reports, tables, skill improvement, and use materials efficiently. Minimum of 45 wpm for a grade of C. Lab Fee.*
OTA 0411   Credits: 2  
General Business Procedures  
Prerequisite: Term 1 courses. A study of general office procedures and application of skills in typewriting, filing, shorthand or bookkeeping, business communications, and office machines. Minimum of 45 wpm in typing, 80-100 wpm shorthand, and a minimum grade of “C” for bookkeeping and office machines.

OTA 0421   Credits: 2  
Business Office Procedures  
General office procedures and application of skills in keyboarding, alphabetic, subject, numeric, and geographic filing and office machines, including photocopier, fax, electronic mail and telephones.

OTA 0484   Credits: 3  
Medical Office Procedures  
Prerequisites: Medical terminology and OTA 0612. Focus on medical secretarial procedures, both traditional and computer related.

OTA 0511   Credits: 3  
Computerized Accounting  
Prerequisite: ACO 0002. Application of principles covered in Accounting 1 to learn computer accounting. General ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll systems are covered.

OTA 0602   Credits: 3  
Medical Insurance  
Prerequisite: HSC 0530. Introduction to, and manipulation of, common systems used for patient records, billing, and collections. Insurance processing and medical coding are emphasized. Includes CPT and ICD-9 coding functions as well as preparation of HCFA and other related insurance forms.

OTA 0612   Credits: 3  
Medical Transcription  
Prerequisites: OTA 0103, HSC 0530. Familiarization with basic medical terms through transcription of realistic medical cases. Lab Fee.

OTA 0942   Credits: 1-3  
Vocational Internship  
Prerequisite: Instructor approval. The student receives on-the-job training in his/her field of study. The student will perform relevant tasks for staff members.

OTA 0949   Credits: 1-3  
Co-op Work Experience 1  
Prerequisites: Completion of two courses in major field and instructor approval. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and employer.

OTA 1305   Credits: 1  
Telephone Techniques and Technology  
To develop lifelong skills in using proper telephone techniques and procedures vital to success in the business world, whether answering the telephone as a office professional or an office assistant.

PEL 2111   Credits: 1  
Bowling  
A study and physical application of bowling fundamentals including terminology, lane conditioning, fundamental and general knowledge (grips, approaches, deliveries, equipment, etc.), spare conversion and scoring. This course may be taken for maximum credits of 99. Faculty Use Fee.

PEL 2121   Credits: 1  
Golf  
Instruction in skills and rules in golf. This course may be taken for maximum credits of 99.

PEL 2341   Credits: 1  
Tennis  
Instruction in skills, rules, and strategy of tennis. Time for supervised practice and game experience also provided. This course may be taken for maximum credits of 99.

PEM 1101   Credits: 1  
Physical Activity for Modern Living  
An introductory course for physical education students. Emphasis is placed on physical fitness and body mechanics. This course is an orientation for the other activity courses offered in the physical education program. This course may be taken for maximum credits of 99.

PEM 1131   Credits: 1  
Weight Training  
Instruction regarding values, techniques, and methods of weight training as a means of developing strength as one aspect of fitness. Focus on applying principles and techniques in a well-organized weight training program which will lead to increased muscular strength and endurance. This course may be taken for maximum credits of 99.

PEM 1141   Credits: 1  
Aerobics  
Introduces the student to various forms of aerobic movement designed to improve cardiovascular endurance. This course may be taken for maximum credits of 99.

PEM 1146   Credits: 1  
Jogging  
To increase the cardiovascular endurance of students by participating in the activities of walking, jogging, and running. Students will be placed on an individualized jog/program based on their conditioning level. This course may be repeated for maximum credits of 99.

PEM 1441   Credits: 1  
Karate  
Instruction in basic karate techniques consisting of self defense, physical/mental development, word terminology and skill. This course may be repeated for maximum credit of 99.

PEM 2461   Credits: 3  
Fencing  
Instruction in foil fencing, introduction to the saber and epee. This course is designed for beginning and intermediate students. This course may be repeated for maximum credit of 99.

PET 1460   Credits: 3  
Introduction Sports Management  
Survey of business/sports management activities including principles, problems, and practices related to the sports enterprise. Recommended for students interested in careers in sports management, recreation management, or in expanding their business managerial background.

PGY 1100   Credits: 3  
Basic Photography for Non-Majors  
The basics of camera handling and the guidelines to better composition are stressed. A non-lab course using slide film for all assignments.

PGYC 1401   Credits: 3  
Basic Color Photography  
Prerequisite: PGC 1401. A basic course in the color negative materials process. Color film and paper processing introduce the student to color printing.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGYC 1401</td>
<td>3</td>
<td>Photography 1</td>
<td>An introductory course in basic camera handling techniques and black and white film exposure and printing techniques. Emphasis is placed on the aesthetic, technical, conceptual, and emotional qualities of the student's photographs. A 35 mm fully adjustable camera with manual capabilities is required. Lab Fee.</td>
</tr>
<tr>
<td>PGYC 1610</td>
<td>3</td>
<td>Photomarketing</td>
<td>Prerequisites: PGYC 1401, PGYC 1110. A basic course in the journalistic approach to photography. Topics covered include: photo essay, news, portraits, picture story, wild art, illustration, push processing, on-camera flash, layout, captioning, ethics, as well as: spot news, general news, weather, sports, feature, and public relations photography. Emphasis is placed on deadlines and critique of course assignments. Lab Fee.</td>
</tr>
<tr>
<td>PGYC 1800</td>
<td>3</td>
<td>Photography with Digital Camera</td>
<td>An introductory course formulated to develop photographic skills with a digital camera. Emphasis is placed on aesthetic, technical, conceptual and emotional qualities of taking photographs. Access to a digital camera is required. Lab Fee.</td>
</tr>
<tr>
<td>PGYC 2210</td>
<td>3</td>
<td>Portraiture</td>
<td>Prerequisites: PGYC 1401, PGYC 1110. To make photographic portraits showing something of the lifestyle and personality of the subject. Prints must show ability to pose and light properly; expose and develop the film; and make prints that are both technically and aesthetically adequate. Lab Fee.</td>
</tr>
<tr>
<td>PGYC 2801</td>
<td>3</td>
<td>Digital Imaging 1</td>
<td>Prerequisite: Consent of instructor. This course introduces the student to digital imaging with the application Photoshop. Students will identify and demonstrate a variety of digital imaging techniques: scanning, color spaces, color separation, color correction, retouching, and more. The course will survey the history and development of the media, and discuss hardware, image input and output, and software. Lab Fee.</td>
</tr>
<tr>
<td>PGYC 2802</td>
<td>3</td>
<td>Digital Imaging 2</td>
<td>Prerequisite: PGYC 2801. Study of Photoshop's advanced functions: duotones, curve transfers, text effects, CMYK separation, advanced scanning, film recorder output, pre-lighting, and more. Photoshop's use with other color separation, page layout, and graphic design applications are investigated. Lab Fee.</td>
</tr>
<tr>
<td>PHI 2010</td>
<td>3</td>
<td>Problems of Philosophy</td>
<td>Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. Comparison of the ideas of great philosophers and a study of perennial philosophical problems as they relate to the individual and human beings, including a consideration of issues in aesthetics, ethics, metaphysics, politics, and religion.</td>
</tr>
<tr>
<td>PHI 2100H</td>
<td>3</td>
<td>Honors Problems of Philosophy</td>
<td>Prerequisite: Appropriate test scores in reading and writing admission to the Honors Program. Meets Gordon Rule requirements. A comparison of the ideas of great philosophers and a study of perennial philosophical problems as they relate to the individual and human beings, including a consideration of issues in aesthetics, ethics, metaphysics, politics, and religion. The course is open to students admitted to the Honors Program.</td>
</tr>
<tr>
<td>PHI 2100</td>
<td>3</td>
<td>Creative and Critical Thinking</td>
<td>A study of effective thinking based on procedures of logic. To assist in the practical application of these procedures, there will be an appraisal of the evaluations of evidence, practice in the detection and irrelevancies and the testing of arguments for validity and reliability.</td>
</tr>
<tr>
<td>PHI 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>PHY 2025</td>
<td>3</td>
<td>Introduction to Principles of Physics</td>
<td>Prerequisites: PHY 2025 or high school physics, MAC 1105 (MAC 1140 recommended). Introduction to physical principles applied to topics from optics, circuit analysis and mechanics. Introduction to physics for students who have had no high school physics.</td>
</tr>
<tr>
<td>PHY 2025</td>
<td>3</td>
<td>General Physics 1</td>
<td>Prerequisites: PHY 2025 or high school physics, MAC 1131 with a grade of C or better. Corequisites: MAC 2312, PHYL 2048. Quantitative and qualitative study of physical principles applied to mechanics and heat.</td>
</tr>
<tr>
<td>PHY 2049</td>
<td>4</td>
<td>General Physics 2</td>
<td>Prerequisites: PHY 2048 and PHYL 2048. Corequisite: PHYL 2049. Continuation of PHY 2048 studying wave motion, electricity, magnetism, geometrical and physical optics.</td>
</tr>
<tr>
<td>PHY 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>PHYC 2053</td>
<td>4</td>
<td>College Physics 1</td>
<td>Prerequisite: MAC 1105. Corequisite: MAC 1114. A study of physical principals as applied to mechanics and heat. A course designed for students not taking calculus. Three hours of lecture, one hour problem solving, and two hours of laboratory per week. Lab Fee.</td>
</tr>
<tr>
<td>PHYC 2054</td>
<td>4</td>
<td>College Physics 2</td>
<td>Prerequisites: PHYC 2053, MAC 1114. A study of physical principles as applied to wave motion, electricity and magnetism, optics, and selected topics in modern physics. Three hours of lecture, one hour problem session, and two hours of laboratory per week. Lab Fee.</td>
</tr>
<tr>
<td>PHYC 2048</td>
<td>1</td>
<td>Physical Chemistry 1</td>
<td>Prerequisites: PHY 2025 or high school physics, MAC 1311 or equivalent. Corequisites: MAC 2312 and PHY 2048. Laboratory applications of principles and techniques covered in PHY 2048. Two hours of laboratory per week. Lab Fee.</td>
</tr>
<tr>
<td>PLA 1003</td>
<td>3</td>
<td>Introduction to the Legal System and Paralegalism</td>
<td>This course provides knowledge of the legal system as well as methods for analyzing laws and briefing judicial opinions. The course examines ethics, law office dynamics, and job search strategies. Students learn to conduct effective interviews, investigations, and litigation preparation.</td>
</tr>
<tr>
<td>PLA 1104</td>
<td>3</td>
<td>Legal Research</td>
<td>Prerequisite: Communication requirement. This course provides student with knowledge of basic legal research tools and methods necessary to research any legal issues.</td>
</tr>
<tr>
<td>PLA 1144</td>
<td>3</td>
<td>Legal Writing</td>
<td>Prerequisites: Communications requirement, PLA 1104. Students use and apply research skills developed in Legal Research and receive basic instruction and practice in effective legal writing skills.</td>
</tr>
<tr>
<td>PLA 1423</td>
<td>3</td>
<td>Contracts</td>
<td>This course introduces the student to laws involving contract formation and terminology, with emphasis on Florida Law.</td>
</tr>
<tr>
<td>PLA 1465</td>
<td>3</td>
<td>Bankruptcy</td>
<td>A survey of bankruptcy practice and consumer debtor/creditor law. Reviews the Federal Bankruptcy code with emphasis on Chapter 7 and Chapter 11 bankruptcy filings.</td>
</tr>
<tr>
<td>PLA 1611</td>
<td>3</td>
<td>Property Law</td>
<td>Prerequisite: PLA 1003. A survey course introduces the students to real estate transactions and terminology, with emphasis on Florida Law.</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>3</td>
<td>Civil Law and Procedure</td>
<td>Prerequisite: PLA 1003. A survey of the litigation process relating to the court system in Florida, focusing on the function of the law, the role of the attorney, and substantive law and procedural law in civil and criminal litigations. Students learn practical skills and concepts to effectively assist the lawyer in litigation procedures.</td>
</tr>
</tbody>
</table>
| PLA 2223    | 3       | Advanced Litigation and Discovery               | Prerequisite: PLA 2203. A course on advanced litigation procedures. Students will learn practical
skills which will enable the students to assist the lawyer in the commencement of a lawsuit, compiling documentary evidence, preparing and organizing court room materials, interviewing techniques, settlements, collection of judgements, appeals and post trial motions.

PLA 2263 Credits: 3
Evidence
This course consists of a study of the law of evidence. The student will learn the law concerning admissibility of evidence and will be able to assist in the preparation of a case for trial.

PLA 2273 Credits: 3
Torts
Prerequisite: PLA 1003. An introduction to the rules governing situations in which a person has injured or caused harm to another person. Students will learn the specific laws that state when an injured person is entitled to get money as compensation from the person who has caused harm or injury.

PLA 2304 Credits: 3
Criminal Law
This course covers the major concepts found in substantive criminal law including the criminal act and criminal intent, principals and accessories, inchoate crimes, defenses, elements of major crimes, and the effect of constitutional guarantees upon the criminal statutes.

PLA 2308 Credits: 3
Criminal Procedure
This course is concerned with the processes of prosecuting and defending criminal cases including search and seizure, arrest, identification, bail, discovery, preliminary proceedings, trials, sentencing, and post trial proceedings.

PLA 2433 Credits: 3
Business Organizations
Prerequisite: PLA 1003. Course provides student with procedural information on such topics as corporations, partnerships, proprietorships and other business vehicles. A survey of the fundamentals principles of the law applicable to each area.

PLA 2601 Credits: 3
Wills and Trusts
Prerequisite: PLA 1003. This course covers testamentary arrangements for the disposition of income and property; estate and gift tax consequences; Medicaid and long-term care planning; preparation of wills and trusts.

PLA 2602 Credits: 3
Probate, Trust and Guardianship Administration
Prerequisite: PLA 1003. This course covers the administration of probate and trust estates and guardianships under the Florida Statutes and the Rules of Procedure.

PLA 2612 Credits: 3
Real Estate Transactions and Closings
Prerequisite: PLA 1611 or instructor signature. Study of the procedures and instruments in a Real Estate transaction. Attention given to the contract, loan commitments, title work and closing instruments. An advanced Real Estate course.

PLA 2763 Credits: 3
Law Office Management
Prerequisite: PLA 1003. Course assists student in developing techniques for organization, management and operation of a law office, designed to examine the nature of managerial responsibility.

PLA 2800 Credits: 3
Family Law
A study of the elements of a valid marriage. Covers such topics as divorce and annulments, separations, custody and child support, paternity suits, adoptions and guardianships.

PLA 2932 Credits: 4
Internship
Prerequisite: PLA 1003, PLA 1104. A clinical setting for practical applications of knowledge acquired in the classroom. Students will actually take a position in the legal field working with private law offices, government offices and legal departments of corporations.

PLA 2940 Credits: 3
Special Topics
Courses centering around topics of current interest to students and community.

PMT 0101 Credits: 2
Welding Symbols and Blueprints
Introduces the terminology of welding symbols and interpretive details of blueprints for the fabrication of mechanical structures.

PMT 0121 Credits: 1
Shielded Metal-Arc Welding Principles 1
Prerequisite: PMT 0121, Corequisite: PMT 0122. Introduces the terminology of shielded metal-arc welding (S.W.) with basic joint designs and weldments, along welding and shop safety procedures.

PMT 0122 Credits: 1
Shielded Metal-Arc Welding Principles 2
Prerequisite: PMT 0121, Corequisite: PMT 0122. Introduces advanced technology of shielded metal-arc welding, to include equipment joint designs and weldment.

PMT 0134 Credits: 1
Gas Metal-Arc Welding Principles
Introduces the terminology and procedures of gas metal-arc welding, constant voltage (CV) and compressed gases, to include safety orientation.

PMT 0949 Credits: 1
Co-op Work Experience 1
Prerequisite: Instructor Approval. Introduces students to the basic principles in their field of study at the entry level and to provide an opportunity for students to develop appropriate work attitudes and skills needed for successful employment. To establish an effective partnership between the student and employer.

PMTC 0104 Credits: 1
Fundamentals of Metallurgy 1
Provides a safety orientation to welding as well as basic terminology for and principles of metallurgy, to include manufacturing and properties of iron and steel, and the crystal structure of metals. Lab Fee.

PMTC 0105 Credits: 1
Fundamentals of Metallurgy 2
Emphasizes areas of metal failure, quenching, annealing, normalizing, hardening and tempering, including the iron-carbon diagram. Lab Fee.

PMTC 0111 Credits: 1
Oxygen/Fuel Gas Processes
Emphasizes processes of different types of welding requiring use of oxygen fuels gases, to include welding low and mild carbon steels, brazing and flame cutting by running stringer beads. Lab Fee.

PMTC 0131 Credits: 5
Gas Tungsten-Arc Welding
Provides a thorough technical understanding of gas tungsten-arc welding fundamentals, arc characteristics and welding safety. Lab Fee.

PMTC 0153 Credits: 1
Plasma-Arc Skills
Develops skills techniques to apply plasma-arc cutting skills to non-ferrous metals. Lab Fee.

PMTC 0250 Credits: 2
Fundamentals of CNC
Overview of computer numerical control, step-up, programming and operation is presented.

PMTC 0251 Credits: 6
Shielded Metal-Arc Welding 1 Laboratory
Corequisite: PMT 0251. Introduces different basic methods of striking an arc, applying shop and welding safety, and four positions of welding (flat, horizontal, vertical and overhead). Lab Fee.

PMTC 0252 Credits: 6
Shielded Metal-Arc Welding 2 Laboratory
Prerequisites: PMT 0251, PMTC 0251. Corequisite: PMT 0252. Emphasizes advanced proficiency in the four basic welding positions using low hydrogen electrodes and focuses on the preparation for guided-bend test certification. Lab Fee.

PMTC 0253 Credits: 3
Gas Metal-Arc Welding Laboratory
Introduces practices of gas metal-arc welding, including four basic positions, flat, horizontal, vertical and overhead using electrode wires on plate. Lab Fee.

PMTC 0254 Credits: 2
Specialized Welding Processes 1
Emphasizes the acquisition of skills in areas of oxygen/ acetylene gas welding and shielded metal-arc welding. Lab Fee.

PMTC 0255 Credits: 2
Specialized Welding Processes 2
Emphasizes the acquisition of skills in areas of gas metal-arc welding, gas tungsten-arc welding and plasma-arc welding. Lab Fee.

POS 2041 Credits: 3
American National Government
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. A study of the federal government of the United States with its diverse historical background, the constitutional principles involved in our federal form of government and multicultural emphasis in the analysis of the powers and functions of Congress, the Executive Department and the Judiciary. This is a designated diversity infused course.

POS 2112 Credits: 3
State and Local Government
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. An in-depth study of the structure, functions, and
responsibilities of state and local government executives, legislatures, and judicial officials in the context of a diverse culture. This is a designated diversity infused course.

POS 2948  Credits: 1
Service-Learning Field Studies 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

PRN 0001  Credits: 4
BASIC NURSING - THEORY
Prerequisites: PRN 0030, PRN 0040, PRN 0070, PRN 0080, PRN 0500, Corequisites: PRN 0200, PRNL 0001. Basic course in nursing to assist the student to develop fundamental knowledge and skills required for the practical nurse to function as a health team member. Content includes health care delivery systems, nursing process, communication skills, legal and ethical issues, concepts of wellness and disease, basic anatomy and physiology, control, safety, CPR, basic math, computer skills and the practical nurse's role in client care. Lab Fee.

PRN 0012  Credits: 1
Vocational Adjustments
Corequisites: PRN 0030, PRN 0031, PRN 0070, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. Emphasizes communication skills, nurse/patient relationships, legal and ethical responsibilities for clinical aspects of the practical nurse's role and function. Employability skills are also presented.

PRN 0020  Credits: 1
Human Growth and Development
Prerequisites: Spring Term PRN courses.
Corequisites: PRN 0201, PRN 0400. Course focuses on normal growth and development through the life span including physical, cognitive, and psychosocial maturation.

PRN 0030  Credits: 1
Pharmacology 1
Prerequisites: Health Science Admissions Requirement. Corequisites: PRN 0012, PRN 0070, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. Course focuses on instruction and lab practice in basic math, pharmacology and medication administration. Emphasis is on the role of the nurse in the safe administration of medications. Lab Fee.

PRN 0031  Credits: 1
Pharmacology 2
Prerequisites: PRN 0030. Corequisites: PRN 0012, PRN 0070, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. This course focuses on the classifications of drugs, expected actions, adverse reactions, normal dosages, routes of administration and nursing implications.

PRN 0040  Credits: 1
Personal Family and Community Health
Prerequisites: PRN 0020, PRN 0201, PRNL 0031, PRN 0400. Corequisites: PRN 0110, PRN 0202, PRNL 0302. Emphasizes personal, family and community health concept. Focus is on understanding the scope of health care and health services, the role of local, state and federal government in safe guarding health. Examines the family as the basic social unit and its role in health and well-being of family members.

PRN 0070  Credits: 1
Principles of Nutrition
Corequisites: PRN 0012, PRN 0030, PRN 0031, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. Focus on the influence of nutrition on the body, its growth, development and efficiency. Also includes the needs and effects of special diets for therapeutic purposes in the treatment of illness and disease.

PRN 0080  Credits: 1
Body Structure and Functions
Corequisites: PRNC 0001, PRNC 0003, PRN 012, PRN 0300, PRN 0301, PRN 0500, PRN 0700, PRN 0700. Covers normal human body structure and functions including terminology, cell biology, integumentary, skeletal, muscular, cardiovascular, respiratory, endocrine, nervous, digestive, renal and reproductive systems.

PRN 0100  Credits: 2
Maternal and Newborn Nursing
Prerequisites: PRN 0040, PRN 0100, PRN 0202, PRNL 0302. Corequisites: PRN 0203, PRNL 0303. Focuses on concepts and principles applied to nursing care of the mother/baby during pregnancy and labor and following delivery. Includes normal and complications of pregnancy, labor and delivery, puerperal and the newborn period.

PRN 0110  Credits: 1
Pediatric Nursing
Prerequisites: PRN 0020, PRN 0201, PRN 0400, PRNL 0301. Corequisites: PRN 0040, PRN 0202, PRNL 0302. Concepts and principles applied to nursing care of the child from the prenatal period to adolescence.

PRN 0200  Credits: 1
Introduction to Medical Surgical Nursing
Corequisites: PRN 0012, PRN 0030, PRN 0031, PRN 0070, PRN 0080, PRN 0500, PRNC 0001, PRNC 0003. Introduces student to concept of understanding illness and disease as a deviation from normal.

PRN 0201  Credits: 1
Medical-Surgical Nursing 1
Prerequisites: PRN 012, PRN 0030, PRN 0070, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. Emphasis on the nursing of clients with more complex problems. Includes principles of management.

PRN 0202  Credits: 1
Medical-Surgical Nursing 2
Prerequisites: PRN 0020, PRN 0201, PRN 0400, PRNL 0301. Corequisites: PRN 0110, PRN 0400, PRNL 0302. Continuation of PRN 0201. Emphasis is on the application of nursing principles in the care of patients with selected disorders. Focus on the surgical patient.

PRN 0203  Credits: 2
Medical-Surgical Nursing 3
Prerequisites: PRN 0040, PRN 0110, PRN 0202, PRNL 0302. Corequisites: PRN 0100, PRNL 0303. Continuation of PRN 0201 and PRN 0202. Emphasis on the nursing of clients with more complex problems. Includes principles of management.

PRN 0400  Credits: 1
Mental Health
Prerequisite: Spring Term PRN courses.
Corequisites: PRN 0020, PRN 0201. Focuses on mental health concepts and their application in everyday life as well as the therapeutic modalities used in institutions and the community for the mentally ill.

PRN 0500  Credits: 1
Geriatric Nursing
Corequisites: PRN 0012, PRN 0030, PRN 0031, PRN 0070, PRN 0080, PRN 0200, PRN 0700. Focus on the emotional and physical aspects in the care of elderly. Emphasis is on maintenance of health, mobility and rehabilitation.

PRNC 0001  Credits: 5
Basic Fundamentals of Nursing, Theory, Laboratory and Clinical
Prerequisite: Admission to program. Corequisites: PRN 0012, PRN 0030, PRN 0100, PRN 0070, PRN 0080, PRN 0200. Basic course of theory, laboratory and clinical practice for students in the practical nursing program. Course includes fundamentals of health careers and nursing assistant. Instruction includes basic anatomy and physiology, health care delivery systems, communications, legal and ethical issues, concepts of wellness and disease, infection control, safety, CPR, basic math and science, computers in health care. Upon completion of the course, the student is eligible to take the State Certification exam for Nursing Assistant. Lab Fee.

PRN 0003  Credits: 3
Advanced Fundamentals of Nursing, Theory, Laboratory and Clinical
Prerequisites: PRN 0001. Corequisites: PRN 0050, PRN 0122, PRN 0303, PRN 0070, PRN 0080, PRN 0200. Introduces the student to the role of practical nursing in the delivery of health care services. Provides advanced theory, laboratory and clinical experiences for the application of advanced nursing knowledge, skills and communication techniques pertaining to the practical nursing student. Lab Fee.

PRNL 0001  Credits: 2
Basic Nursing - Clinical
Prerequisites: PRN 0020, PRN 0040, PRN 0070, PRN 0080, PRN 0500, Corequisites: PRN 0001, PRN 0012, PRN 0030, PRN 0031, PRN 0070, PRN 0080, PRN 0200. Focus is on the application of the nursing process in the care of the geriatric client. Basic nursing procedures are emphasized including comfort and safety measures, monitoring of vital signs and body responses, restorative/rehabilitative activities, and client and family support.

PRN 0301  Credits: 4
Medical-Surgical Nursing 1 Clinical
Prerequisites: PRN 0012, PRN 0030, PRN 0031, PRN 0070, PRN 0080, PRN 0200, PRN 0500, PRNC 0001, PRNC 0003. Corequisites: PRN 0040, PRN 0201. Application of nursing principles in caring for clients across the life span with selected physiological/psychological conditions. Incorporates application of knowledge and skills in the administration of medications to the ill client.

PRN 0302  Credits: 4
Medical-Surgical Nursing 2 Clinical
Prerequisites: PRN 0020, PRN 0201, PRN 0400, PRNL 0301, Corequisites: PRN 0040, PRN 0110, PRN 0202, PRNL 0302. Emphasizing learning experiences in the care of clients of all ages with selected medical-surgical conditions. Emphasis on the pediatric client and the surgical client.
PRNL 0303 Medical-Surgical Nursing 3 Clinical
Prerequisites: PRN 0012, PRN 0110, PRN 0202, PRNL 0302. Corequisites: PRN 0100, PRN 0203. Clinical experiences focus on observation, monitoring, planning, managing and administering care to clients with selected problems using organizational and leadership skills. Includes experiences in maternal-newborn nursing, medical-surgical and management of a health care team.

PSC 1321 Physical Science Survey 1 Credits: 3
Prerequisite: MAT 1033 or MGF 1106 or MAC 1105 or MAC 1140. A survey of physics and astronomy including motion, forces, energy, electricity, waves, metric system and application of science and technology to everyday living.

PSC 1331 Physical Science Survey 2 Credits: 3
Prerequisite: MAT 1033 or MGF 1106 or MAC 1105 or MAC 1140. A survey of principal chemical and geologic aspects of man’s natural environment including emphasis on atomic, structure, chemical reactions, geology, meteorology and the application of science and technology to everyday living.

PSC 1341 Physical Science for Today’s World Credits: 3
Prerequisite: MAT 1033 or higher or consent of instructor. A survey of the principal physical and chemical aspects of our natural environment and how they are investigated. The topics covered include the metric system, motion, forces, energy, waves, properties of matter, atomic structure, and nuclear and chemical reactions. Although there is a math component to the course, the emphasis will be on scientific concepts and their application.

PSY 2012 General Psychology 1 Credits: 3
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. A survey of the scientific field of psychology including learning, motivation, emotion, human development, personality, psychopathology and therapy techniques.

PSY 2012H Honors General Psychology 1 Credits: 3
Prerequisites: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule requirements. An introduction to the scientific field of psychology. The course is designed to give students a solid foundation in methods used to understand human behavior, including learning, motivation, emotion, human development, personality, perception, sensation, psychopathology, and therapy techniques. The course is open to students enrolled in the BCC Honors Program.

PSY 2014 General Psychology 2 Credits: 3
Prerequisite: PSY 2012: A continuation of PSY 2012: A continuation of PSY 2012: A continuation of PSY 2012: A continuation of PSY 2012. A continuation of PSY 2012. The course is designed to give students a solid foundation in methods used to survey the experience of being different, of cultural variations, and of social and developmental psychology. The course is open to students enrolled in the BCC Honors Program.

PSY 2948 Service-Learning Field Studies 1 Credits: 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

PTN 1123 General Pharmacology Credits: 2
Prerequisites: BSCC 1084 or BSCC 2085 and BSCC 2086, CHM 1024 and CHML 1025 - all with a "C" or better. Drugs classification and clinically significant pharmacological applications of current drugs are stressed as relating to normal physiology vs. pathophysiology. Areas covered include the mechanisms of drug action, indications for common drugs, adverse effects and common drug interactions.

PUR 2003 Introduction to Public Relations Credits: 3
Comprehensive analysis of public relations writing and relationship to other forms of journalistic writing. Emphasis on frequent in-class and outside writing for public relations. Concept, role, and practice of public relations in American society are explored.

REA 1105 Speed and Critical Reading Credits: 3
A college level reading course provides students with a flexibility in reading needed both in the classroom and in life. Emphasis placed on CLAST and textbook reading skills, speed, comprehension, vocabulary, concentration, study skills, and other individualized needs.

REA 1505 Advanced Vocabulary Development Credits: 1
An intensive systematic approach to vocabulary development. This course will include dictionary usage as well as contextual and structural approaches to vocabulary enhancement. This course is strongly recommended for students preparing to take standardized tests.

REA 0001 College Preparatory Reading 1 Credits: 4
Prerequisite: College Placement Test Score. Basic reading skills including word attack, dictionary, and vocabulary development. Emphasis is placed on literal comprehension skills including recognition of main ideas, supporting details, and contextual analysis. May be repeated one time at normal tuition cost.

REA 0002 College Preparatory Reading 2 Credits: 4
Prerequisites: CPT (Computerized Placement Test) Score of 61-82, completion of REA 0001 (see program advisors for other placement test scores). Students successfully completing this course will be able to employ reading strategies to enhance literal and analytical comprehension of college level reading materials. The course will cover skills necessary to be successful on the CLAST and the Florida College Basic Skills Exit Exam. Students will be able to master the four major concept skills of reading: understanding the author’s message, recognizing the structure used by the author(s), being cognizant of the language used in reading selections, and employing reasoning skills in evaluating arguments presented in the selections. May be repeated one time for normal tuition cost.

RED 1010 Fundamentals of Reading for Educators Credits: 3
Introductory course is designed to introduce future and current teachers to activities and strategies designed to teach reading skills in comprehensive educational settings (K-12). This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.

REE 1040 Real Estate Principles and Law Credits: 4
Introductory real estate course, includes the study of contracts, mortgages, property rights, financing, appraising, planning and zoning, taxation and Florida license law. The course is required by the Florida Real Estate Commission for the student to be eligible to take the state salesmen’s examination.

REL 2300 World Religions Credits: 3
REL 2300H  Credits: 3  Honors - World Religions  
Prerequisites: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule requirements. A course designed to allow students to explore the religions of theoretical, and practical aspects of the religious experience; define the similarities and differences among the various religious systems; and develop a broadened perspective on religion. The course is open to students enrolled in the BCC Honors Program.

REL 2948  Credits: 1  Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

RTE 0096  Credits: 2  Basic X-Ray Machine Operator  
Course is designed to help students with no prior experience or course work as a basic x-ray machine operator. This course will qualify the student to safely operate x-ray equipment under the direct supervision of a licensed practitioner as well as prepare for the state license required of basic x-ray machine operators. This course will assist the learner with an emphasis on positioning and safety. Lab Fee.

RTE 1000  Credits: 3  Clinical Seminar  
Prerequisite: Program admission. Corequisite: RTE 1804. Overview of medical imaging and orientation to academic and clinical responsibilities. The course will also provide an overview of basic imaging equipment and primary radiation protection considerations.

RTE 1365  Credits: 4  Radiation Health Physics  
Prerequisite: HSC 1000. Corequisite: RTE 1418, RTE 1503. Physical principles or radiation production and effects of radiation on the human body. Radiation protection procedures and radiation biology are studied.

RTE 1418  Credits: 2  Radiographic Exposure 1  
Prerequisite: Admission into Radiography Program. Corequisite: RTE 1418 Introduction to x-ray generation and properties and the structure and function of radiographic imaging receptors. Photographic and geometric properties are related to radiographic principles.

RTE 1457  Credits: 2  Radiographic Exposure 2  
Prerequisite: RTE 1418. A continuation RTE 1418. Technical factors affecting the finished radiograph. Radiographic processing will be discussed along with computer application and digital imaging in radiography.

RTE 1503  Credits: 2  Radiographic Procedures 1  
Corequisite: RTE 1503. Emphasis on radiographic anatomy, procedures and positioning of the chest and extremities in both routine and trauma situations.

RTE 1513  Credits: 2  Radiographic Procedures 2  
Prerequisites: RTE 1503, RTE 1503 Corequisite: RTE 1513. A continuation of radiographic positioning and procedures with emphasis on the vertebral column, facial bones, skull, gastrointestinal, biliary, urinary and bony thorax.

RTE 1804  Credits: 2  Radiographic Clinical Education 1  
Prerequisite: Admission to Radiography Program. Corequisite: RTE 1000. An introduction to radiography and orientation to the different major clinical specialties.

RTE 1814  Credits: 2  Radiographic Clinical Education 2  

RTE 1824  Credits: 2  Radiographic Clinical Education 3  

RTE 2473  Credits: 2  Radiographic Quality Assurance/Quality Control  
Quality assurance/quality control relating to the field of radiography.

RTE 2563  Credits: 2  Radiographic Procedures 3  
Prerequisites: RTE 1503, 1513. Corequisite: RTE 2854. Overview of specialized radiographic equipment and procedures including the advanced modalities of CT, MRI, Nuclear Medicine, and Sonography. Applications of computerized imaging with emphasis on digital radiography. Includes student presentations.

RTE 2762  Credits: 2  Cross-Sectional Anatomy  
Prerequisites: RTE 1503, RTE 1513. Introduction of cross-sectional anatomy for radiography students. Normal and abnormal anatomical structures of the brain, thorax, abdomen, pelvis and extremities will be studied in multiplanar sections by CT and MRI modalities.

RTE 2782  Credits: 2  Pathology for Radiographers  
Prerequisites: RTE 1503, RTE 1513. A study of medical pathology as related to the field of diagnostic imaging. Emphasis on those disease processes which impact the technical considerations of diagnostic imaging. Oral case study presentations are required.

RTE 2834  Credits: 2  Radiographic Clinical Education 4  
Prerequisite: RTE 1824. A continuation of the clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2844  Credits: 3  Radiographic Clinical Education 5  
Prerequisite: RTE 2834. Increase knowledge of clinical education in radiography. The sessions cover a wide variety of clinical education activities in radiography at various clinical affiliates. A continuation of RTE 2834.

RTE 2854  Credits: 3  Radiographic Clinical Education 6  
Prerequisite: RTE 2844. Increase knowledge of clinical education in radiography. The sessions cover a wide variety of clinical education activities in radiography at various clinical affiliates. A continuation of RTE 2844.

RTE 2931  Credits: 2  Radiologic Science Seminar  
Prerequisites: RTE 1365, RTE 1418, RTE 1457, RTE 1503, and RTE 1513. Corequisite: RTE 2864. Reinforcement of basic radiographic knowledge to prepare the student for the national registry boards. Computerized testing will be used. Lab Fee.

RTE 1418  Credits: 1  Radiographic Exposure 1 Laboratory  
Prerequisite: Admission to Radiography Program. Corequisite: RTE 1418. The student will gain an opportunity to demonstrate the principles of radiologic imaging through practical application. Lab Fee.

RTE 1503  Credits: 1  Radiographic Procedures 1 Laboratory  
Prerequisites: RTE 1365, RTE 1418, RTE 1457, RTE 1503, and RTE 1513. Corequisite: RTE 1418. Role playing and scenario practice in the radiographic positioning lab. Film identification and critique will also be analyzed. This course will include radiographic positioning and procedures of the chest, upper and lower extremities. Lab Fee.

RTE 1513  Credits: 1  Radiographic Procedures 2 Laboratory  
Prerequisites: RTE 1503, RTE 1503, Corequisite: RTE 1513. Role playing and scenario practice in the radiographic positioning lab. Film identification and critique will also be analyzed. This course will include radiographic positioning and procedures of the vertebral column, bony thorax, facial bones, cranium, contrast studies of the urinary, biliary, gastrointestinal tracks. Lab Fee.

RTV 1241  Credits: 3  Television Studio Production  
A practical approach in learning the theory and techniques used in television studio production with emphasis on camera operation, lighting, audio mixing, producing and directing.

RTV 1245  Credits: 3  Video Field Production  
A practical approach in learning the techniques used in electronic field production and electronic news gathering.

RTV 2100  Credits: 3  Writing for Electronic Media  
This course is designed to provide fundamental instruction and practice in writing for the electronic media, including radio/television news, commercials, program scripts, and industrial programming.
RTV 2230 Credit: 3
Radio and TV Announcing
Develops broadcast announcing abilities through interpretation, ad-lib, on-camera performance, voice and diction, interview and talk programs, delivering commercials sports announcing, role of the disk jockey and the technical side.

RTV 2242 Credit: 3
Advanced Studio Production
Prerequisite: RTV 1241. Practical experience in advanced television production skills and techniques involving program production.

RTV 2246 Credit: 3
Advanced Video Field Production
Prerequisite: RTV 1245. Practical experience in advanced television field production skills and techniques involving the use of A/B roll editors and non-linear digital editing equipment.

RTV 2300 Credit: 3
Broadcast News Production
Prerequisites: RTV 1241, RTV 1245. Mechanics and procedures of a television newsroom. Students are involved in writing, reporting, editing, anchoring, producing and directing production of weekly television newscasts.

RTV 2940 Credit: 3
WBCC-TV Practicum/Radio or TV
Students will gain industry experience by working at WBCC-TV or another television or radio station.

RTV 2941 Credit: 2
Internship
Prerequisite: 30 AS degree hours. Students will gain experience working at a radio or TV facility.

RUS 1120 Credit: 4
Russian 1
Basic communication skills for students interested in the functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. Language lab, tutorial and individualized instruction are integral elements.

RUS 1121 Credit: 4
Russian 2
Prerequisite: RUS 1120, or one year of high school Russian or permission of the instructor. Basic communication skills for students interested in functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. Language lab, tutorial and individualized instruction are integral elements.

RUS 2220 Credit: 4
Russian 3
Prerequisites: RUS 1120, RUS 1121, or two years of high school Russian or permission of the instructor. Intermediate review of essential skills in Russian in combination with social and cultural aspects of contemporary society. Integrated use of language lab, tutorial and individualized instruction.

RUS 2932 Credit: 1-3
Special Topics in Russian Language
Conversational Russian covering basic vocabulary and expression for special interest groups. May be repeated for credit.

RUT 2500 Credit: 3
Introduction to Russian Culture
Integrated course to increase understanding and appreciation of the creative process in Russian culture through study of representative materials in art, literature, cinema, social science and philosophy from early days of Russian state to present.

SCE 2932 Credit: 1-6
Special Topics in Science Education
Prerequisite: Determined by the Department. Topics of interest to AA and AS degree students in science and for teachers seeking initial certification or recertification.

SLS 0341 Credit: 1
 Employability Skills and Entrepreneurship
This course covers the skills required to choose an occupation, locate and apply for a job, maintain a good relationship with supervisors and co-workers, develop good work habits and provides an overview of the foundation concepts related to entrepreneurship.

SLS 1101 Credit: 3
Success Strategies for College and Life
This course helps students to be successful in school and life by empowering them to make wise choices and it also assists student in developing greater confidence, self-esteem, self-motivation, self-management, self-awareness and emotional intelligence. Students assess their interests, learning styles and career aspirations while learning college customs, reviewing study skills and exploring their own definition of a rich fulfilling life. This is a designated diversity-infused course.

SLS 1301 Credit: 3
Career Exploration
A course that concentrates on career assessment, exploration, and experience through job shadowing. Students evaluate their own interests, abilities, values, and aptitudes. Opportunities will be provided for career decision-making and hands-on experience.

SLS 1371 Credit: 1
Experiential Portfolio Development 1
Prerequisite: Recommendation of Assessment Counselor. This course is designed to assist persons with significant learning from prior experience to assemble portfolio(s) for evaluation. Portfolios may be submitted for up to 25% of the total credits a student must take to be awarded a degree. This course may be taken for maximum credit of 10.

SLS 2261 Credit: 3
Leadership
Process of leadership - influencing human behavior to accomplish predetermined goals. Students experience leadership skills and “learn by doing.”

SLS 2948 Credit: 1
Service-Learning Field Studies 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

SOW 1051 Credit: 1
Human Service Experience 1
Course provides students with a service-learning experience in a public/social service organization. Students will complete (20) hours of volunteer work. Evaluation based on service documentation, written reflective work, and seminar participation.
SOW 1053  
Human Service Experience 3  
Opportunity for additional service-learning experience in a public/human service organization or project. Students will complete (20) hours of volunteer work and requisite service documentation, written reflective work, and seminar participation.

SOW 2054  
Community Involvement  
Prerequisite: Appropriate reading and writing scores on the entry level placement test. Meets Gordon Rule requirements. Provides the student with a unique opportunity to examine community service and citizenship in many different facets of our diverse community through both practice and critical reflection. This is a designated diversity infused course.

SOW 2054H  
Honors Community Involvement  
Prerequisites: Appropriate test scores in reading and writing and admission into BCC Honors Program. Meets Gordon Rule requirements. Provides the Honors Program student with a unique opportunity to examine community service, citizenship, and leadership through both practice and critical reflection. Completion of this course will satisfy the community service requirement for those seeking an Honors Program Diploma.

SPC 2948  
Service-Learning Field Studies 1  
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

SPA 1612  
American Sign Language 1  
An introduction to linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. The course emphasizes the development of receptive and expressive conversational sign language skills, and the ability to translate from ASL to English and English to ASL.

SPA 1613  
American Sign Language 2  
Prerequisite: SPA 1612. A continuation of SPA 1612, emphasizing intermediate level sign vocabulary, increasingly complex grammatical constructions, translation, idioms, inflectional usage, and the development of intermediate receptive and expressive conversational American Sign Language skills.

SPA 2614  
American Sign Language 3  
Prerequisite: SPA 1613. Development of skills to recognize and produce different different varieties of ASL discourse. Topics include how to start and finish a narrative, how to describe and include details and how to shift focus or change topics. Expression in “friendly” arguments, incorporating persuasive techniques and sophisticated methods to share feelings and personal experiences are included.

SPA 2615  
American Sign Language 4  
Prerequisite: SPA 2614. Focus on refining and building discourse skills such as making a point, handling culturally loaded topics and expanding the use of ASL in formal and informal settings.

SPC 2052  
Voice and Speech Improvement  
This course introduces students to the basics of voice and speech production: vocal quality and expressiveness, articulation, pronunciation, fluency. Students will be provided with the skills for self appraisal and enhancement of their personal speech and voice patterns thus helping them more effectively for future academic and career pursuits. This is not a General Education course. It is an elective to meet the requirements of an AA or AS degree.

SPC 2600  
Fundamentals of Speech Communication  
Meets Gordon Rule and General Education requirements. A basic course in effective oral communication concentrating on improvement of speaking and listening through individual and group speech activities. This is a general education diversity infused course.

SPC 2600H  
Honors Fundamentals of Speech and Communication  
Prerequisite: Admission to the Honors program. Meets Gordon Rule and General Education requirements. A basic course in effective oral communication, concentrating on improvement of speaking and listening through individual and group speech activities. The course is open to students admitted to the Honors Program.

SPW 2905  
Independent Study in Spanish  
Prerequisite: Permission of instructor. Course is variable in subject matter to meet the needs of the individual student. May be repeated for credit.

STA 2023  
Statistics  
Prerequisite: MAC 1105 or higher with a “C” or better. Meets Gordon Rule requirements. An elementary statistics course with emphasis on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topics include measures of central tendency and spread, probability, binomial, normal, and t distributions, statistical inference, and linear regression and correlation.

STA 2023H  
Honors Statistics  
Prerequisite: MAC 1105 or higher with a “C” or better and admission to the Honors Program. Meets Gordon Rule requirements. An elementary statistics course with emphasis on mathematical concepts and suitable for students of business, mathematics, education, and the sciences. Topics include measures of central tendency and spread; probability; binomial, normal, and t distributions; statistical inference and linear regression and correlation. The course is open to students admitted to the Honors Program.

STS 0003  
Introduction to Surgical Technology  
Prerequisites: HSC 1000, HSC 1531, BSCC 1084. Corequisites: STSC 0155, STS 0004. An
introduction to the professional responsibilities of the surgical technologist in regard to medicolegal, ethics, and psychological aspects of health care during surgical intervention. Includes interpersonal and communication skills, principles of asepsis, preparation, sterilization, and disinfection of supplies used in surgery.

STS 0004
Technology in the Operating Room
Credits: 1
Prerequisites: HSC 1000, HSC 1531, BSCC 1084. Corequisites: STS 0003, STSC 0155. This online course is designed to address the basic technological science requirements for current and future surgical practice: computers, electricity, physics, and robotics.

STS 0120
Surgical Technology 1
Credits: 3
Prerequisites: HSC 1000, 1531, BSCC 1084, STS 0003, STSC 0155. Corequisite: STSL 0255. Speciality surgery and the special instruments, procedures, and equipment used with the surgery. Also included is the anatomy, physiology, and the patient care related to the surgery and the conditions requiring surgery.

STS 0121
Surgical Technology 2
Credits: 1
Prerequisites: STS 0120, STSL 0255, STS 0003, STSC 0155. Corequisite: STSL 0256. The anatomy, physiology, patient care, special instruments, procedures and equipment used with the specialty areas of neurosurgery, thoracic, cardiovascular, transplantation, and reimplantation surgery. Lab Fee.

STSC 0155
Surgical Techniques and Procedures Laboratory
Credits: 8
Prerequisites: HSC 1000, 1531, BSCC 1084. Corequisites: STS 0003, STS 0004. An introduction to the physical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, use of suture and needles, transportation and positioning of the patients and the development of skill in hand scrubbing, gowning, and gloving procedures. Lab Fee.

STSL 0255
Surgical Procedures Clinical 1
Credits: 11
Prerequisites: STS 0003, STSC 0155, HSC 1000, HSC 1531, BSCC 1084. Corequisite: STS 0120. Introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, use of suture and needles, transportation and positioning of the patients and the development of skill in hand scrubbing, gowning, and gloving procedures. Students begin to concentrate on clinical experience by circulating and scrubbing on all phases of surgery.

STSL 0256
Surgical Procedures Clinical 2
Credits: 4
Prerequisites: STS 0003, STS 0120, STSC 0155, STSL 0255. Corequisite: STSL 0212. Students concentrate on clinical experience by circulating and scrubbing on all phases of specialty surgery and assisting in the use of special instruments, procedures and equipment used with the surgery.

STSL 0257
Surgical Procedures Clinical
Credits: 4
Prerequisites: STS 0003, STSC 0155, STS 0120, STS 0212, STSL 0255, STSL 0256. Students concentrate on clinical experience by circulating and scrubbing on all phases of specialty surgery and assisting in the use of special instruments, procedures and equipment used with the surgery.

SYG 2000
Introduction to Sociology
Credits: 3
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule requirements. A study of the structure, functions and dynamics of change in diverse human groups. Major topics include: the sociological perspective, sociological research, culture, social structures, socialization, groups and organizations, social inequality, deviance and social control, social institutions and sociological challenges of contemporary society. This is a designated diversity infused course.

SYG 2010
Social Problems
Credits: 3
A general introduction to the sociological study of social problems. Major topics include: the nature of social problems, poverty, inequality, racism, sexism, drug and alcohol abuse, crime and violence, urban and environmental problems, global issues, health, education, science and technology. This is a designated diversity infused course.

SYG 2430
Marriage and Family
Credits: 3
Development, maintenance and enrichment of personally satisfying marital relationships emphasizing the individual’s values, needs and expectations. Topics include: marital relationships, conflict resolutions, communication, reproduction, sexuality, and after-marriage relationships.

SYG 2948
Service-Learning Field Studies 1
Credits: 1
Course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.

TARC 1120
Architectural Drafting
Credits: 4
Prerequisite: TARC 1120. An advanced CAD course utilizing software specializing in Architectural 3-D Model Based Design.

TAX 2000
Federal Tax Accounting 1
Credits: 3
Prerequisite: AGS 2021. This course covers the application of the internal revenue code to determine individual income taxes. Coverages include the basic concepts of returns, exemptions, exclusions and inclusions of gross income.

THE 1000
Introduction to the Theatre
Credits: 3
Emphasis on the main elements of theatrical production: acting, directing, lighting, playwriting. The plays are read and discussed, and class attends at least two productions.

THE 1001
History of the Theatre 1
Credits: 3
Prerequisite: Appropriate test scores in reading and writing. Meets Golden Rule requirements. This course presents an overview of theatre history and production from ancient Greece to the advent of theatrical realism.
TPP 1111
Acting 2
Prerequisite: TPP 1110. A continuation of TPP 1110 with emphasis on period acting styles and classical (verse) acting. This course may be taken for maximum credit of 6.

TPP 2185
Orientation to Acting
This course is an overview of the process of stage acting. Through exercises and improvisational techniques, specific modern acting styles and techniques will be explored.

TPP 2220
Theatre Audition Workshop
Students will develop and present audition monologues in four styles: Realism (comic and serious), classical (Shakespeare), and musical. Students will develop and practice techniques for cold readings from scripts and develop personal acting resumes. This course may be taken for maximum credits of 6.

TPP 2282
Basic Acting: Voice and Movement
Designed to develop in the actor effective vocal and physical control and flexibility through exercise in relaxation, breathing, physicalization, and the integration of voice, body and imagination. This course may be taken for maximum credit of 6.

TPP 2300
Introduction to Directing
Lectures, demonstrations and discussions explain, analyze and evaluate the theories, techniques and principles of directing for the stage. Workshop projects help the student to develop their directing style.

TPP 2930
Selected Topics in Theatre Performance
Prerequisite: TPP 1110. Selected topics in theatre performance based on the needs and areas of interest of the class and performance. May include laboratory and field work as part of the class. Topics may include workshops on Meisner, Grotowski and Viewpoints as well as student products and internships. This course may be taken for maximum credit of 9.

TPPC 2190
Theatre Rehearsal and Performance
This class will review stage and acting basics then produce a performance project: play and/or related presentational style. This class may be taken for maximum credit of 12.

ZOO 1010
Zoology
Prerequisite: College Level Biology (BSCC 1010 or college credit in AP or IB biology). Advanced course recommended for biology and related majors to gain knowledge of major aspects of animal science. A study of animal taxonomy, morphology, physiology, embryology, histology, ecology, life history, and economic importance. Three hours lecture, two hours lab per week. Lab Fee.
At the Institute for Business Training & Community Education, we recognize the value and importance of training that meets the identified needs of your organization. Our goal is to design training programs that ensure employees’ transfer of knowledge to their jobs, thus allowing you to increase the return on investment of your training dollars. Your team gains the knowledge power to succeed and help you grow your business.

We offer customized training designed for both technical and soft skills. We design new programs or enhance existing ones to support your training requirements.

Effective training can increase the productivity of your staff and the success of your organization. Brevard Community College’s Institute for Business Training & Community Education offers a wide variety of results-oriented, cost effective training programs.

Training can be provided at your location or ours. If your organization chooses to receive training at one of the College’s four campuses (Cocoa, Melbourne, Palm Bay, and Titusville), we can offer the benefits of our college facilities, including fully-equipped and managed shops, labs, libraries, audio-visual equipment, and computer rooms. Perhaps it is more practical or convenient for our instructors to come to you – whatever the venue; our skilled trainers provide real-world expertise, and an effective, interactive, enjoyable learning environment.

Focus areas of specialized training include:
- Occupational Spanish
- Cisco CCNA – Accelerated (4 classes, 40 contact hours per class)
- Network+ Accelerated (40 contact hours)
- A+ Accelerated
- AutoCAD
- Human Resource Professional Certification Test Prep (33 contact hours)
- Essentials of Human Resource Management (15 contact hours)
- OSHA Required Forklift Certification (4 hours)
- Education Gold Card – The Education Gold Card is a membership-only training forum that allows a student to take a wide array of computer training for a low one-time price. The Education Gold Card is an exciting program that will prove to be a valuable tool in your professional career. Program provides Basic to Advanced Microsoft Office training.

The Institute for Business Training & Community Education provides a service in our community that the typical college-credit class cannot. The service provided is specially designed non-credit training programs that are developed for individuals, businesses, agencies, or industrial organizations. These programs can be held on campus or at the organization’s site, using Institute for Business Training & Community Education faculty or consultant/experts from the local community or elsewhere when needed.

For information on the Institute for Business Training & Community Education course offerings or how the Institute can design and customize training for your organization, contact: Institute for Business Training & Community Education, BCC Cocoa Campus, Building 3, Room 113, Phone: (321) 433-7500, www.bcctraining.com

Learning for a lifetime through …
- Customized Training
- IT Certification Training
- Personal Enrichment Courses
- Seminars
- Workshops
- Conferences
- Specialized Computer Training
- Specialized Senior Courses
- Professional Continuing Education
- Certification Test Prep Training

Institute for Business Training & Community Education offers …
- Non-credit classes for students age 16 and older
- Direct registration options
  - No formal BCC admissions process
  - No residency requirements for in-state tuition fee status
- Flexibility
  Six centers schedule a variety of classes at different campus locations, times, days, and months to increase
client options. Please consult current Schedule of Classes for complete course listings. Call the Institute for Business Training & Community Education Office to receive the schedule, (321) 433-7500.

- Professional Continuing Education
  Certain courses award licensing board approved Continuing Education Units for specific professions. For information on CEU’s consult individual listings in the non-credit schedule or inquire upon registration. CEU’s and pre-licensing for professionals are available in the following areas:
  - Construction
  - Insurance
  - Paralegal
  - Water and Wastewater Plant Operations

- Areas of Specialty
  Computer Training; IT Certification Prep Classes; Computer Classes for Seniors; Security Guard; Florida Guardianship; Insurance; Foreign Language; Intensive English Program; ESOL Classes; Leadership and Management Training; Electronics and Fiber Optic; SAT/ACT Test Prep; Art & Dance; Golf; Weight Training; Aerobics; Tai Chi; Yoga; Self Esteem; Pro Se Divorce Process; Elderlearning; Travelearn; Business Start-Up; Small Business Roundtables; New Venture Clinics; Import/Export Fundamentals

Payments and Refunds
For student convenience, payment can be made by VISA, Discover, MasterCard, by check made out to BCC, or by company purchase order. Payment can be made at the time of telephone registration, through the mail, or any of our offices. After registration, payment also can be made at cashiers’ offices on all BCC campuses. Students who have reserved a spot in a non-credit class and have not paid at time of registration will be billed whether they attend the class or not. Although refunds for non-credit courses are possible, certain procedures are required. To receive a refund for a non-credit course, a student must submit a refund request in writing at least 3 business days prior to the start of the class. No refunds will be issued thereafter.
ICE ON CAMPUS OR CUSTOMIZED CLASSES
Register at www.brevardcc.edu or call 433-7535
ICE offers continuing education classes for the Healthcare Professional. CE classes are available online and in person. ICE will customize classes to meet your needs; individuals and corporate, remedial and current practices. They are available at all campuses or at your facility. For more information about the Institute for Continuing Education (ICE) courses, call 433-7535.

ICE ONLINE CLASSES
Register at www.brevardcc.edu
Register anytime. The online courses are always available. Register for the course online, complete the content, take the exam, and submit your answers. Your exam will be graded and with a successful score a certificate will be mailed. Call 433-7535 for information.

ICE CERTIFICATE ONLINE CLASSES
Register at www.ed2go.com/bcchealth
Courses for Nurses, CEU’s available, register anytime. The online courses are always available. Register for the course online, complete the content, take the exam, and submit your answers. Your exam will be graded and with a successful score BCC will send you a certificate and submit your CEU’s. Please note that these are Certificates of Course Completion; not a Specialty Certification. Call 433-7535 for information.

AMERICAN HEART ASSOCIATION CLASSES
Register at www.brevardcc.edu or call 433-7563
The American Heart Association strongly promotes knowledge of and proficiency in BLS, ACLS and PALS, and has developed instructional materials for this purpose. AHA classes are held at the campus or at your facility. For information call Kate Cunningham at 321-433-7563.

FIRE SCIENCE CERTIFICATE COURSES
Register at www.brevardcc.edu or call 433-7535
Fire Science classes are available as College Credit or Certificate classes. Contact Bill Klein at 433-7565 for information regarding the Fire Science programs.

Brevard Job Link (Employment Services)
Brevard Job Link is a no-cost community resource that offers Brevard County businesses and job seekers one-stop access to employment and training resources. Services are provided at Brevard Job Link career center locations throughout the county in Titusville, Cocoa and Palm Bay. To find out more, contact the nearest Brevard Job Link location by calling 504-7600, toll free in Brevard or on the web at www.brevardjoblink.org.

Brevard Job Link Locations • 504-7600, toll free in Brevard
Florida Relay System: 1-800-955-8771

<table>
<thead>
<tr>
<th>NORTH BREvard</th>
<th>CENTRAL BREvard</th>
<th>SOUTH BREvard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seartown Mall</td>
<td>Byrd Plaza</td>
<td>Country Club Plaza</td>
</tr>
<tr>
<td>3550 South Washington Avenue, Suite 26</td>
<td>801 Dixon Boulevard, Suite 1100</td>
<td>5275 Babcock Street, N.E., Suite 88</td>
</tr>
<tr>
<td>Titusville, FL 32780</td>
<td>Cocoa, FL 32922</td>
<td>Palm Bay, FL 32907</td>
</tr>
<tr>
<td>Direct: 504-7600</td>
<td>Direct: 504-7600</td>
<td>Direct: 504-7600</td>
</tr>
<tr>
<td>Fax: (321) 385-4343</td>
<td>Fax: (321) 690-3218</td>
<td>Fax: (321) 984-4994</td>
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</tbody>
</table>

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MA, University of Scranton
BS, University of Scranton

Ross, Angel
Technician, Accounting

Ross, Dorothy
Assistant II, Administrative Support

Rosseau, Ernie
Assistant Professor, Health & P.E.
MED, University of South Alabama
BS, University of South Alabama

Rotan, Celeste
Preschool Teacher

Roth, Renee
Director, Enrollment Services
MA, Western Michigan University
BS, Central Michigan University

Roy, Darcy
Instructor, Medical Coder Biller
PAVTE, Broward Community College

Rubin, Kathlyn
Investigator I
AA, Monmouth College

Rudmik, Norma
Assistant Professor, Library Science
MLS, University of Toronto
BA, University of Toronto

Russell, Kenneth
Security Officer

Russell, Kirsten
Specialist, Publications
BA, Rollins College
AA, Brevard Community College

Russo, Claude
Assistant Professor, Computer Applications
MBA, Florida Institute of Technology
BBA, University of Miami

Rye, Rhonda
Assistant Professor, Speech
MS, University of North Texas
BA, University of Central Florida

S

Sainsbury, Lily
Associate Professor, Mathematics
MS, Florida Institute of Technology

Saling, Christine
Manager, Collegewide Child Development Centers
MS, Nova Southeastern University
BA, Warner Southern College
AS, Brevard Community College

Saluter, Gary
Instructor, Welding
Certified Welding Educator
Certified Welding Instructor

Sampere, Roberta
Assistant Professor, English
MA, Emporia State University
BS, Emporia State University

Sanchez, Carlos
Technician, Lead
AGS, Miami Dade College

Sansbury, Larry
Technician II, Maintenance

Sbano, Nicholas
Advisor, Student
BS, Valley Forge Christian College
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<tr>
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<td>Schatte, Judi</td>
<td>Instructor, Surgical Technology</td>
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<td>Schaut, Richard</td>
<td>Instructor, Automotive Service Technology</td>
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<td>Specialist, Admissions/Records</td>
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<td>Coordinator, District Technical Services &amp; Instructional Media</td>
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<td>Assistant Professor, Radiography</td>
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<td>Coordinator, Corrections</td>
<td>MA, Webster University, BA, University of Central Florida</td>
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<td>Professor, Mathematics</td>
<td>PHD, Texas A&amp;M University - College Station, MS, Arizona State University</td>
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<td>Specialist, Student Records Processing</td>
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<td>Sund-Jiran, Candis</td>
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<td>Taylor, Billie</td>
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<td>Terenzi, Fiorella</td>
<td>Instructor, Physics</td>
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<td>Terry, Stephen</td>
<td>Coordinator, Criminal Justice</td>
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<td>MA, Sam Houston State University</td>
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<td>Teschke, Chuck</td>
<td>Specialist, Production &amp; Digital Media</td>
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<td>Manager, Operations</td>
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Thomas, Dexter  
Specialist, Computer  
AS, Keiser College  

Thomas, Zabriel  
Groundskeeper I  

Torres, Mili  
Specialist, Student Development  
MA, Webster University  

Tran, Annette  
Specialist, Admissions/Records  
AA, Brevard Community College  

Tran, Lan  
Technician, Learning Resources  
AA, Brevard Community College  
AS, Brevard Community College  

Trobaugh, Eileen  
Assistant I, Administrative Support  
AA, Orange County Community College  

V  

Vance, Kim  
Specialist, Child Development  
CAS, Brevard Community College  

Van Meter, Susie  
Director, IBT&CE  
BA, University of Kansas Main Campus  

Veasley, Charles  
Groundskeeper I  

Vemuri, Padma  
Assistant Professor, Computer Applications  
MBA, Florida Institute of Technology  
MS, Florida Institute of Technology  

Von Achen, Bob  
Assistant Professor, English  
PHD, University Oxford  
BA, Suny at Albany  

W  

Wade, Rodney  
Specialist, Student Records Processing  
AA, Brevard Community College  
AS, Brevard Community College  

Wakim, Joseph  
Assistant Professor, Mathematics  
MS, Florida Institute of Technology  

Walker, Beth  
Preschool Teacher  
AAS, Brevard Community College  
PAV, Brevard Community College  

Wallace, Philip  
Station Manager  
BA, Michigan State University  
ALA, Oakland Community College  

Walsh, Laura  
Specialist II, Human Resources  
AA, Brevard Community College  

Ward, Andy  
Coordinator, Campus Technical  

Warner, Angela  
Assistant I, Administrative Support  

Warren, Anita  
Specialist, Admissions/Records  
AA, Los Angeles Community College  

Warren, Patrice  
Manager, Education & Outreach Services  
BSBA, University of Central Florida  
AA, Brevard Community College  
AS, Brevard Community College  

Warren, Winston  
Coordinator, Human Patient Simulator Lab  
MS, Suny College at Buffalo  
BA, D’Youville College  

Waters, Abanne  
Professor, English  
MA, University of Bombay  
MA, University of Leeds  
BA, University of Bombay  
LLB, University of Bombay  

Watson, Donald  
Supervisor II, Maintenance  

Weaver, Craig  
Assistant Professor, Biology  
MSED, Florida Institute of Technology  
BS, University Massachusetts Dartmouth  

Weaver, Janice  
Program Facilitator  
BS, Johnson & Wales University  
AS, Brevard Community College  
AS, Johnson & Wales University  
CCC, Brevard Community College  

Webb, Kristi  
Specialist, Community Relations & Marketing  
BA, University of Central Florida  

Wei, David  
Professor, Sociology  
EDD, University of Central Florida  
MED, University of Central Florida  

Wenz, Joanne  
Associate Professor, English  
MAT, Jacksonville University  
BA, Jacksonville University  

Wessels, Al  
Groundskeeper I  

Wessels, Michaela  
Specialist, Computer  
AS, Brevard Community College  

West, Tom  
Technician I, Maintenance  

Westberry, David  
Supervisor I, Maintenance  

Full-Time Faculty & Staff continued
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<td>Wetzel, Betsy</td>
<td>Director, Applications</td>
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<td>General Manager, WBCC</td>
<td>BA, Wilberforce University</td>
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<td>Williams, Mike</td>
<td>Professor, History</td>
<td>PHD, Ball State University</td>
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Connie B. Aiden, June 30, 2003
Vincent Alexander, June 30, 2003
Dr. Charlie Joe Allen, January 2, 2003
Delbert Allen, June 30, 1989
Juanita M. Anderson, June 30, 1980
Dr. Robert A. Anderson, June 30, 1996
Dr. Don D. Argo, June 30, 2003
Betty Atkinson, June 30, 1999
Dr. Nathaniel Baggarly, July 25, 1994
Patricia A. Baggot, June 26, 2003
Dr. Shirley Ballard, December 22, 1989
Margaret Barnwell, January 3, 2002
Dr. Edward Bauer, Jr., August 15, 2000
Mary Bayless, May 10, 1990
Dr. Thomas W. Beall, June 30, 2003
William E. Beatty, Jr., May 1, 1981
Dr. Nicholas A. Beninata, July 29, 1983
Dewey E. Benton, December 17, 1982
Richard A. Bewerse, May 16, 1984
Jean B. Birmingham, June 30, 2003
Dr. Barbara J. Bixby, December 20, 1984
Anna Cate Blackmon, June 30, 1995
Dr. Richard M. Blaney, June 26, 2006
John Blank, June 30, 1999
Robert Blubaugh, July 31, 1993
Nedra Blum, June 30, 2000
Wayne T. Boldin, July 1, 1988
Dr. Maurice H. Boutelle, May 16, 1984
Larry D. Boye, July 31, 1997
Connie Bradish, June 30, 1997
Julia E. Brooks, June 30, 1997
Thelma B. Bryan, February 27, 2004
Elsie Bryant, May 9, 1989
Dorothy Weirich Bryson, August 3, 1992
Dr. Warren J. Burch, June 27, 2005
David A. Cain, July 31, 2005
Janis K. Campbell, May 15, 2002
Teresa H. Campbell, June 30, 1982
Dr. Henry N. Carrier, June 24, 2002
James Cates, June 20, 1988
Dr. Marion P. Cheney, June 30, 2003
Dr. Charles Colman, September 30, 1994
James J. Connor, Jr., May 18, 1983
Joseph P. Connor, December 16, 1983
Julia Cooke, May 5, 1995
John C. Cooley, May 16, 1984
Lynwood C. Cox, July 27, 1984
Dr. Lewis Cresse, Jr., June 26, 1992
Karoly Csikos, Jr., June 30, 1994
Harold Denmon, August 9, 1991
William Dietz, Jr., June 26, 1992
Nancy B. Dillon, May 11, 2006
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Donald Duttenhoeffer, June 30, 1985
Lowell Ellis, June 3, 1976
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Philip I. Eschbach, May 20, 1981
Tipton C. Estep, June 28, 1985
James Farris, May 10, 1990
Mary J. Foster, June 28, 1985
Julius G. Fox, June 30, 1976
John French, May 31, 1985
Eliese D. Garey, December 15, 1978
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Robert B. Hafer, June 30, 2003
Robert Hagen, May 18, 1983
Bobbie Hallik, May 7, 2000
Karl Hammer, June 30, 1989
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Herbert Hart, August 15, 2003
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Charles Hatfield, May 5, 2000
Carolyn K. Hayes, October 31, 2004
Pauline W. Heft-Hill, May 18, 1976
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Vernon Hendricks, January 4, 1996
Marilu M. Hixson, June 26, 2006
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Jene Holland, May 31, 1999
Barry R. Hoover, May 31, 1997
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Eva Kelly, May 31, 2000
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Dr. Jerre Kennedy, May 15, 2000
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